

<b>TPLT Scheme of Delegation</b> September 2024	<b>Board of Trustees</b> supported by Board Committees	<b>Chief Executive</b> supported by Trust Leadership Team	<b>Headteachers</b> supported by School Leadership Teams	<b>Community Councils</b>
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This Scheme of Delegation describes the delegation of authority from Trustees to the Chief Executive, Headteachers and Community Councils. The overarching constitution of the Trust, and the relationship between Trustees, Members and the Diocese is described separately in the Articles of Association.

<b>GOVERNANCE</b>				
<b>Accountability</b>	Trustees have ultimate accountability for the trust and its schools, ensuring legal responsibilities under company and charity law are discharged by the board and carried out effectively where they are delegated.	CEO is publicly accountable as Accounting Officer for the trust.	Headteacher is publicly accountable as Headteacher of the school.	Councillors support Trustees in discharging their accountability, by providing a local community perspective on the school.
<b>Scheme of Delegation</b>	Approve the Scheme of Delegation, and Terms of Reference for Board and Committees annually, or following a change in trust management or organisational structure.  Trustees ensure they act within the Scheme of Delegation.	Ensure all those within the leadership & governance structure are aware of the Scheme of Delegation. Provide professional advice on its implementation.  Trust Leaders ensure they act within the Scheme of Delegation.	School Leaders ensure they act within the Scheme of Delegation.	Councillors ensure they act within the Scheme of Delegation.
<b>Compliance with Articles, Funding Agreements &amp; DfE Handbooks</b>	Ensure that the trust is compliant with its charitable objects and Articles of Association.  Recommend amendments to the trust's Articles, name or charitable structure to Members for approval, subject to Charity Commission & DfE processes.	Ensure the trust is compliant with the Funding Agreement and DfE Academy Trust Handbook (ATH). Advise Trustees in writing if incompatible action is considered & advise ESFA in writing if incompatible action is taken (CEO).  Ensures the trust is compliant with the DfE Academy Trust governance guide.		
<b>Appointment of Members</b>	Support the recruitment, induction & training of Members in accordance with the Articles of Association.  Liaise with the DBE in relation to			

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	the appointment, induction and training of Members.			
<b>Appointment of Trustees</b>	<p>Appointment &amp; removal of Trustees within the requirements of the Articles:</p> <ul style="list-style-type: none"> <li>• Up to 5 Trustees appointed by Members</li> <li>• 5 Trustees appointed by The Bath &amp; Wells DBE Trust provided the proportion of DBE appointed Trustees does not exceed 50%</li> <li>• CEO appointed as a Trustee by Members</li> <li>• Up to 2 Trustees co-opted by Trustees with the consent of the DBE.</li> </ul> <p>Ensure trustees are suitably skilled and effective through recruitment, induction and training.</p> <p>Elect Chair and Vice-Chair of Board and Committee Chairs annually.</p>	<p>Support the recruitment, induction &amp; training of Trustees.</p> <p>Liaise with the DBE in relation to the appointment, induction and training of Trustees.</p>		
<b>Appointment of Councillors</b>	<p>Following annual recommendation from the CEO:</p> <ul style="list-style-type: none"> <li>• Approve composition of Community Councils, in accordance with the requirements of the Articles of Association in relation to formerly VC and VA Church schools.</li> <li>• Appoint community councillors</li> <li>• Appoint chairs annually</li> </ul>	<p>Support the recruitment, induction &amp; training of councillors. Provide professional advice on the process for electing parent and staff councillors.</p> <p>Recommend composition of community councils and recommend the appointment of community councillors and chairs.</p> <p>Liaise with the DBE in relation to the appointment, induction and training of Councillors.</p>		<p>Ensure councillors are suitably skilled and effective through recruitment, induction and training.</p> <p>Oversee elections for parent and staff councillors.</p>

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<b>Appointment to professional governance roles</b>	<p>Appoint a Chief Executive, and with their permission recommend to Members their appointment as a Trustee. Inform the RD of an anticipated CEO vacancy.</p> <p>Appoint a suitably qualified Chief Financial Officer following recommendation by the CEO.</p> <p>Appoint a governance professional to support the board of trustees following recommendation by the CEO.</p> <p>Appoint a Company Secretary following recommendation by the CEO.</p>	<p>Recruitment, induction &amp; training of a high quality clerking pool to support trust board committees, school hearings and other formal meetings as required.</p>		
<b>Governance planning</b>	<p>Agree an annual governance planner for board, committees and Community Councils.</p> <p>Chairs responsible for agenda setting in conjunction with clerks and trust leaders.</p>	<p>Draft the annual governance planner.</p> <p>Trust leaders provide timely &amp; accurate information to trustees.</p>	<p>School leaders provide timely and accurate information to trust leaders and community councils.</p>	<p>Chairs responsible for agenda setting in conjunction with Headteachers, within the scope of the terms of reference.</p>
<b>Governance review</b>	<p>Conduct an annual review of skills, effectiveness, leadership &amp; impact, and report to Members.</p> <p>Contribute to annual performance review of governance professional (Chair).</p> <p>Commission an independent external review of the effectiveness of the board, every 3-5 years or in anticipation of significant changes.</p>	<p>Provide professional support to annual reviews.</p>		<p>Conduct an annual review of effectiveness and report to the Board.</p>

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<b>Related Party Transactions &amp; Declarations of Interest</b>	<p>Ensure arrangements for the management of related party transactions are in place across the trust in compliance with ATH.</p> <p>Ensure statutory requirement is met: Declaration of Interests.</p> <p>Manage declarations of interest &amp; related party transactions for trustees.</p> <p>Approve a Conflicts of Interest Policy incorporating related party transaction requirements</p> <p>Approve supplies to the trust from related parties over £40,000 (Board with ESFA approval) .</p>	<p>Ensure a Register of Interests is maintained &amp; published in compliance with ATH. Oversee arrangements for the management of declarations of interest &amp; related party transactions. Provide professional advice to trustees, trust &amp; school leaders (CFO).</p> <p>Manage declarations of interest &amp; related party transactions for trust-based staff.</p> <p>Disclosure of related party transactions in the Annual Accounts, as per Academies Accounts Direction (CFO).</p>	<p>Manage declarations of interest &amp; related party transactions for school-based staff.</p>	
<b>Transparency</b>		<p>Ensure information is published on trust &amp; school websites in compliance with ATH.</p> <p>Ensure information is available for public inspection in compliance with ATH.</p> <p>Ensure governance information is up to date on the DfE Register (GIAS).</p>		
<b>CHURCH SCHOOLS</b>				
<b>Christian Distinctiveness</b>	<p>Uphold the Christian distinctiveness of the church schools within the trust (Trustees)</p> <p>Ensure the trust's Church schools live up to their foundation and</p>	<p>Provide overall leadership of church school distinctiveness within the trust (CEO and Director of Primary)</p>	<p>Provide overall leadership of Christian distinctiveness within the school (Headteacher)</p>	<p>Uphold the Christian distinctiveness of the school (Councillors)</p> <p>Ensure the school lives up to its Church foundation and enables pupils and adults to flourish.</p>

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	enable pupils and adults to flourish (Ethos Committee)			
<b>Diocese &amp; Parish</b>	Support the partnership between the trust and the Church at diocesan level.  Ensure that training and guidance is provided to Trustees, in conjunction with the Diocese.	Develop the partnership between the trust and the Church at diocesan level.  Ensure that training and guidance is provided to Leaders, in conjunction with the Diocese.	Develop the partnership between the school and the Church at parish level.  Ensure that training and guidance is provided to Staff, in conjunction with the Diocese.	Support the development of the partnership between the school and the Church at parish level.  Ensure that training and guidance is provided to Councillors, in conjunction with the Diocese.
<b>SIAMS</b>	Receive and review SIAMS reports.	Support Headteachers in preparing for SIAMS inspections.	Prepare for SIAMS inspections.	Support the Headteacher in SIAMS inspections.
<b>STRATEGY</b>				
<b>Vision &amp; Values</b>	Agree the trust's overall vision & values (long-term strategy) following input from Members.	Support trustees in the development of the trust's vision & values.		
<b>Strategic Aims</b>	Approve the trust's Strategic Aims (medium-term strategy).	Develop and propose Strategic Aims. Monitor progress & report to the board.	Support trust leaders in the development of Strategic Aims.	Support trust leaders in the development of Strategic Aims.
<b>Annual Objectives</b>	Approve the trust's Annual Objectives (short-term strategy).	Develop and propose Annual Objectives. Monitor progress & report to the board.		
<b>Termly Priorities</b>	Review the trust's Termly Priorities (implementation plans).	Develop Termly Priorities. Monitor progress & report to the board.		
<b>Performance Indicators</b>	Agree performance indicators against which strategy implementation will be monitored.  Review school & trust performance in relation to agreed indicators and targets.	Develop performance indicators, produce regular school and trust summary reports.  Agree performance targets for each school, provide support & challenge to school leaders in achieving them, monitor progress & report to the	Monitor school progress and report to trust leaders.	Receive summary information about school's performance.

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		board.		
<b>Growth</b>	Approve admission of new schools to the trust subject to DfE consent.	Liaise with schools that may wish to join TPLT, undertake due diligence, and make recommendations to Trustees.		
<b>Support</b>	Consulted.	Enter into Service Level Agreements to provide support to other schools and organisations where governance will not be the responsibility of TPLT Trustees (CEO).		
<b>SCHOOL IMPROVEMENT</b>				
<b>Accountability</b>	Hold trust leaders to account for the educational performance of pupils in the trust's schools. Ensure robust accountability, oversight and assurance is in place for education standards across the trust.	Hold school leaders to account for the educational performance of pupils in the trust's schools.	Hold school staff to account for the educational performance of pupils in the school.	Councillors support Trustees in discharging their accountability, by providing a local community perspective on education standards in the school.
<b>School Improvement Framework</b>	Review the School Improvement Framework (EdC).	Develop & implement School Improvement Framework.	Lead school improvement within the Framework.	
<b>Improvement Stage</b>	Receive a summary.	Moderate and agree termly the Improvement Stage for each school. Ensure additional support is in place for schools in the 'Stabilise' and 'Repair' stage, and that schools in the 'Improve' and 'Sustain' phases are contributing to improvement across the trust.	Accurately evaluate the school termly against the Improvement Stage criteria.	Receive a summary.
<b>School Improvement Objectives &amp;</b>	Receive a summary of the Annual Objectives.	Approve Annual Objectives and Termly Priorities. Ensure schools set challenging targets, and provide	Propose Annual Objectives and Termly Priorities for school improvement.	Receive a summary of the Annual Objectives.

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<b>Priorities</b>		professional support & challenge to ensure they are met.		
<b>Standards &amp; Priorities Reviews</b>		Undertake a termly Standards & Priorities Review for each school to ensure there is an aligned understanding of the performance of each school and its improvement priorities.	Headteacher & school leaders report on school improvement to the Standards & Priorities Review.	
<b>Data &amp; Performance</b>	Receive summary data for each school & analysis of trust-wide themes (EdC).	Analyse data for each school against agreed targets and national benchmarks.	Have a detailed and accurate understanding of pupil performance supported by evidence.	Receive summary data.
<b>School Evaluation</b>	Receive a summary.	Moderate and agree the termly School Evaluation against Inspection Framework	Accurately evaluate the school termly against the Inspection Framework criteria	Receive a summary.
<b>Inspection</b>	Participate in governance discussion with inspectors (Chair or representative).  Receive inspection reports.	Provide support to school leaders in preparation for and during inspections.  Participate in governance discussion with inspectors (CEO).  Ongoing liaison with Ofsted relating to trust & individual schools (CEO).	Prepare for inspections, ensuring all staff and councillors are aware of inspection requirements.  Liaison with Ofsted during an inspection (Headteacher).	Chair invited to participate in governance discussion with inspectors.
<b>CURRICULUM, TEACHING &amp; ASSESSMENT</b>				
<b>Accountability for Curriculum</b>	Ensure that a high quality, broad and balanced curriculum is in place, and resources are being used effectively to deliver a curriculum that enables all children to succeed.	Accountable for the impact of the curriculum across the trust. Provide guidance, support and challenge to schools on the planning and implementation of the curriculum for KS1 to KS5 including qualifications.	Accountable for the impact of the curriculum in the school.	
<b>Education Frameworks</b>	Review the Education Frameworks (EdC).	Develop and implement robust Education Frameworks providing a coherent trust approach to	Develop and implement the school's curriculum in line with the Education Frameworks.	

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		curriculum, teaching & assessment.		
<b>School Curriculum Plan</b>		Approve the school's annual curriculum plan.	Prepare an annual school curriculum plan within the Education Frameworks.	Review the annual curriculum plan from a community perspective.
<b>Religious Education</b>			Ensure compliance with SACRE agreed syllabus	
<b>Extra-Curricular</b>			Develop an extra-curricular offer and monitor engagement.	
<b>Accountability for Teaching</b>	Ensure that the quality of teaching is monitored and evaluated and resources are being used effectively to achieve continuous improvement in teaching.	Accountable for the quality of teaching across the trust.	Accountable for the quality of teaching in the school.	
<b>Quality of Teaching</b>	Receive summary reports.	Analyse school data to identify trust-wide themes. Support and challenge school leaders to continuously improve the quality of teaching.	Have a detailed and accurate understanding of the quality of teaching supported by evidence. Take effective action to continuously improve the quality of teaching.	
<b>Assessment</b>		Analyse school data to identify trust-wide themes and provide support & challenge to school leaders to continuously improve outcomes.	Implement robust assessment practice within the Education Frameworks.  Ensure compliance with statutory testing and examination requirements.	
<b>Early Years Foundation Stage (EYFS)</b>	Ensure statutory requirement is met: Early years foundation stage.  Receive annual report on EYFS compliance, standards and performance (EdC).	Monitor statutory compliance with respect to EYFS, review performance data, provide support & challenge.	Ensure high quality EYFS provision, and monitor impact.	



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<b>Special Educational Needs &amp; Disabilities (SEND)</b>	Review the TPLT SEND Policy.	Develop the TPLT SEND Policy.  Provide professional support & challenge to schools in delivering high quality provision for SEND pupils.  Review the SEND Information Report for the school prior to publication.	Implement the TPLT SEND Policy, ensuring high quality provision for SEND pupils.  Appoint a suitably qualified SENDCo.  Publish annually a SEND Information Report for the school.	
<b>Pupil Premium</b>		Monitor effective deployment of Pupil Premium across trust.  Approve Pupil Premium Plans.	Propose an annual Pupil Premium Plan, ensuring effective financial and educational impact, and publish summary on school website.	
<b>Sport Premium</b>		Monitor effective deployment of Sports Premium across trust.  Approve Sports Premium Plans.	Propose an annual Sports Premium Plan, ensuring effective financial and educational impact, and publish summary on school website.	
<b>INCLUSION</b>				
<b>Accountability</b>	Ensure that highly effective inclusion practice is in place, and resources are being used effectively to enable all children to access education.	Accountable for the impact of the inclusion practice across the trust.	Accountable for the impact of inclusion practice in the school.	
<b>Attendance</b>	Review summary data (EdC).  Ensure statutory requirement is met: <a href="#">Education for children with health needs who cannot attend school - GOV.UK</a>	Collate attendance data for all schools. Analyse school data to identify trust-wide themes. Provide professional advice to schools to ensure high levels of attendance for all groups.  Liaise with local authorities and ensure compliance with area	Have a detailed and accurate understanding of attendance patterns for individual pupils and groups supported by evidence. Take timely action to ensure high levels of attendance.  Liaise with local authorities in relation to individual children.	Receive summary reports.

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		processes.		
<b>Behaviour</b>	Review summary data (EdC)	Monitor attendance, behaviour and suspension/exclusion rates. Analyse school data to identify trust-wide themes. Provide professional advice to school leaders to ensure high levels of behaviour for all groups.  Liaise with local authorities and ensure compliance with area processes.	Have a detailed and accurate understanding of behaviour and attendance supported by evidence. Take timely action to ensure high levels of attendance.  Liaise with local authorities in relation to individual children.	Receive summary reports.
<b>Suspensions and Exclusions</b>	Ensure statutory requirements are met: <a href="#">School suspensions and permanent exclusions - GOV.UK</a>	Provide professional advice to Headteachers, & provide professional support to panel hearings, to ensure suspension/exclusion processes are compliant with DfE guidance, arrange independent appeals. Liaise with local authorities and ensure compliance with area processes.	Issue Suspensions.  Issue Permanent Exclusion following professional review.  Liaise with local authorities in relation to individual children.	Review Permanent Exclusions and Suspensions ≥15 days (panel hearing)
<b>Children Looked After (CLA)</b>	Ensure statutory requirement is met: <a href="#">Designated teacher for looked-after and previously looked-after children - GOV.UK</a>		Appoint a Designated Teacher for Looked after Children.  Liaise with local authorities in relation to individual children.	
<b>Relationships &amp; Sex Education (RSE) &amp; Health Education</b>	Review the policy.	Develop a policy for Relationships & Sex Education (RSE) & Health Education	Implement the policy.	Provide a community perspective on the implementation of the policy.
<b>Spiritual, Moral, Social &amp; Cultural Development</b>			Ensure compliance with requirement to provide Spiritual, Moral, Social & Cultural Development	

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(SMSC)				
Careers Education, Independent Advice & Guidance (CEIAG)			Ensure compliance with requirement to provide Careers Education, Independent Advice & Guidance (CEIAG)	
<b>SAFEGUARDING</b>				
Accountability	Trustees accountable for ensuring a culture of safeguarding across the trust and promoting the welfare of children.	CEO accountable for safeguarding and welfare of all children in the trust's schools.	Headteacher accountable for safeguarding and welfare of all children in the school.	
Safeguarding Policy	Review the Child Protection and Safeguarding Policy.	Develop a Child Protection and Safeguarding Policy to ensure compliance with statutory and local guidance. Provide guidance to school leaders on its implementation.	Ensure implementation of the Child Protection and Safeguarding Policy within the school, identifying and taking action to reduce risks, and developing a culture of safeguarding within the school.	Monitor implementation of the policy and provide feedback to trustees through the Safeguarding Group (Safeguarding Councillor).
Safeguarding Governance	Appoint a named Safeguarding Trustee, who leads the TPLT Safeguarding Group, which reports back to the TPLT Board.	Appoint a trust lead for safeguarding. Provide professional advice to the Safeguarding Group.		Appoint a named Safeguarding Councillor, who provides a local perspective on safeguarding & participates in the TPLT Safeguarding Group.
Designated Safeguarding Leads (DSL)		Director of Inclusion provides professional support & challenge to the Designated Safeguarding Leads.	Appoint a suitably qualified Designated Safeguarding Lead.	
Local Safeguarding Board Audits	Receive a summary of the audit findings.	Review the local Safeguarding Board annual audit prior to submission. Collate local safeguarding board annual audits & provide professional support in addressing required actions	Prepare the local Safeguarding Board annual audit (DSL).	Summary shared with Council (Safeguarding Councillor).

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		(Director of Inclusion).		
<b>Safer Recruitment</b>	<p>Ensure the suitability of staff, supply staff, volunteers, contractors and proprietors.</p> <p>Ensure statutory requirement is met: Single central record of recruitment and vetting checks</p>	<p>Ensure a clear process for managing the Single Central Record (SCR) is in place. Provide professional advice (Director of People).</p> <p>Independently check the SCR &amp; monitor compliance with safer recruitment requirements (Director of Inclusion).</p> <p>Ensure enhanced DBS certificates are obtained for all staff and supply staff. Ensure enhanced criminal records certificates are obtained for members, trustees and councillors (Director of People).</p> <p>Monitor compliance with safer recruitment requirements (Director of People).</p> <p>Ensure trust is compliant with safer recruitment requirements for trust-based appointments. Ensure the Partnership Team SCR is accurate (Director of People).</p>	<p>Ensure the school SCR is accurate &amp; school is compliant with safer recruitment requirements for school-based appointments (Headteacher).</p>	
<b>Prevent</b>			<p>Ensure compliance with Home Office and DfE guidance relating to the Prevent duty.</p>	
<b>SCHOOL ORGANISATION</b>				
<b>Term Dates &amp; INSET Days</b>		<p>Agree term dates and INSET days following consultation with Headteachers (CEO).</p>		

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<b>School Day</b>		Approve changes to the school day (CEO).	Propose changes to the school day (Headteacher).	Review changes to the School Day prior to approval.
<b>Admissions</b>	Annual approval of Admissions Policy (Board).  Approve changes to Published Admission Number (PAN) subject to consultation and DfE approval.	Draft Admissions Policy, liaise with local authorities and other bodies, and ensure compliance with Admissions Code.  Establish admissions administrative processes & ensure compliance.  Provide professional advice on admissions.  Arrange admissions appeals.  Approve breaches of Published Admission Number (CEO).	Make admissions decisions within the TPLT policy (Headteacher).	Review changes to admissions arrangements prior to approval.
<b>Census</b>	Summary received. Review pupil numbers termly.	Professional review of census. Summary of census information collated.  Termly update on pupil numbers collated.	Approve the school census for submission, following professional review (Headteacher).	
<b>Registration</b>	Ensure statutory requirement is met: Register of pupils' admission to school and attendance			
<b>Temporary School Closure</b>		Provide professional advice (CEO).	Decision to make a temporary full or partial school closure on safety grounds, having sought professional advice whenever possible.	Informed.
<b>Educational Visits</b>		Oversee Educational Visits processes & provide professional advice.	Appointment a suitably qualified Educational Visits Coordinator.  Approve low/medium-risk	

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		Approve high-risk Educational Visits (CEO).	Educational Visits (Headteacher).	
Uniform		Approve changes to school uniform & supply arrangements (CEO).	Propose changes to school uniform & supply arrangements (Headteacher).	Review changes to school uniform & supply arrangements prior to approval.
<b>COMMUNICATION &amp; COMMUNITY ENGAGEMENT</b>				
Vision & Strategy	Ensure that trustees' vision and strategy is being communicated effectively within and outside the trust.	Ensure staff understand the trust's vision and strategy.		
Reputation		Manage the reputation of the trust with external stakeholders.	Manage the reputation of the school with external stakeholders.	
Communication between trustees, leaders & councillors	Ensure regular engagement between trustees, trust and school leaders, and councillors.	Ensure strong communication between trustees, trust and school leaders, and councillors.  Ensure councillors are well informed about the trust's activities.	Ensure councillors are well informed about the school's activities.	Ensure councillors' views are communicated to the trustees and trust leaders including through participation in the Community Council Chairs Group (Chair).
Communication & engagement with staff, parents and pupils	Understand and respond to views of staff, parents and pupils.		Communicate proactively with staff, parents and pupils .	Review effectiveness of school's communication & engagement with staff, parents and pupils
Communication & engagement with local communities	Understand and respond to views of local communities.	Ensure schools are communicating effectively with their communities.  Collaboration with other schools, trusts, community organisations and employers.	Develop effective links with the wider school community.	Review effectiveness of school's links with the wider school community & identify opportunities for engagement.
Websites	Ensure statutory requirement is met: <a href="#">What academies, free schools and colleges must or should publish</a>	Ensure Trust website is compliant and accurate. Develop a School Website template and provide	Ensure School website is compliant and accurate.	

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	<a href="#">online - GOV.UK</a>	professional guidance		
<b>Media</b>		Liaise with national and regional media (CEO). Provide professional advice to schools.	Liaise with local media (Headteacher)	
<b>Social Media</b>		Oversee trust social media accounts.	Oversee school social media accounts.	
<b>School Associations</b>		Provide professional advice to school leaders on association activities that require trust/school approvals.	Maintain links with formal groups associated with school (eg Friends, PTA, Foundations).	
COMPLAINTS				
<b>Accountability</b>	Accountable for promoting a culture in which complaints are positively received and seen as important developmental feedback.			
<b>Policy</b>	Review the Complaints Policy.	Develop a Complaints Policy that is compliant with DfE requirements & Education (ISS) Regulations 2010.	Implement the Complaints Policy.	
<b>Professional guidance</b>		Provide guidance and training to trustees, councillors, trust and school leaders on handling complaints.		
<b>Complaints process</b>	Manage and hear complaints appeals within process.	Manage and hear complaints appeals within process.	Respond to complaints effectively, escalating where necessary in line with the policy.	Manage and hear complaints appeals within process.
<b>Reporting</b>	Annual review of complaints.	Collate data on complaints.		
<b>Complaints from external agencies &amp;</b>		Receive complaints and investigation requests from external agencies and partner organisations,	Receive complaints and investigation requests from external agencies and partner organisations,	

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<b>organisations</b>		ensuring a timely response.	ensuring a timely response.	
<b>PEOPLE, PAY &amp; PERFORMANCE</b>				
<b>Accountability</b>	Trustees accountable for performance of CEO.	CEO accountable for performance of Trust Leadership Team & Headteachers.  Trust Leadership Team accountable for performance of trust-based staff	Headteacher accountable for performance of school-based staff.	
<b>People Strategy</b>	Review the People Strategy (People Cttee)	Develop and implement a robust People Strategy that ensures the trust recruits, trains & retains high quality leaders, teachers and professional support staff.  Provide a professional HR service to support trustees, trust leaders and schools with recruitment, induction, professional development, training, talent development and succession planning (Director of People)		
<b>Staffing Structure</b>	Agree structure for the Trust Leadership Team & Headteachers.	Propose structure for the Trust Leadership Team & Headteachers (CEO).  Approve staffing structure for School Leadership Teams & school-based staff (CEO).  Approve trust-based staffing structure (CEO).  Ensure clear line management structure is in place (Director of People).	Propose staffing structure for each school within guidance.	



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<b>Chief Executive</b>	Appoint the Chief Executive, in consultation with the Diocese of Bath & Wells.  Manage performance of the Chief Executive.			
<b>Trust Leadership Team (Directors)</b>	Participate in recruitment of the Trust Leadership Team.	Appoint within agreed structure & manage performance of Trust Leadership Team (CEO).		
<b>Trust-based staff</b>		Appoint within agreed structure & manage performance of trust-based staff (Directors).		
<b>Headteachers</b>	Participate in recruitment of Headteachers.	Appoint Headteachers, in consultation with the Diocese of Bath & Wells for Church Schools (CEO).  Manage performance of Headteachers (CEO).		Participate in recruitment of Headteachers.
<b>School Leadership Team (Deputy &amp; Assistant Headteachers)</b>		Participate in recruitment of school leaders.	Appoint within agreed structure & manage performance of School Leadership Team (Headteacher).	Participate in recruitment of school leaders.
<b>School-based staff</b>		Approve staff appointments outside agreed staffing structure for school (CEO).	Appoint within agreed structure & manage performance of school staff (Headteacher).	
<b>Reporting</b>	Review trust summary.	Develop metrics for the evaluation of staffing effectiveness, collate data & analyse trends.		
<b>Equality</b>	Ensure compliance with Equality Act 2010 to prevent discrimination against protected characteristics	Ensure compliance with employment law.		

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<b>Professional Development</b>		Agree annual CPD plan.	Develop and propose an annual CPD plan aligned with the school's improvement objectives.  Ensure all staff benefit from school, and where appropriate trust, opportunities for professional development.	
<b>Performance Management</b>	Review Staff Performance & Review Policy.	Develop Staff Performance & Review Policy.  Provide professional support for performance management to trustees, trust and school leaders	Implement performance management policy.	
<b>Pay</b>	Review Staff Pay Policy.  Approve annual pay awards (Board).  Undertake role of pay panel to approve pay decisions (PpC).  Determine the process for executive pay in line with ATH requirements (PpC).	Develop Staff Pay Policy  Endorse pay recommendations to pay panel.	Implement pay policy.  Make pay recommendations to pay panel.	
<b>Restructuring</b>	Approval for restructure affecting >20 posts or redundancy.	Approval for restructure affecting <20 posts.		
<b>Absence</b>		Provide professional advice on staff absence. Approve Leave of Absence and Secondment requests.	Manage staff absence. Endorse Leave of Absence and Secondment requests.	
<b>Disciplinary &amp; Grievance</b>	Hear appeals in grievance, capability or disciplinary process for Partnership Staff.	Provide professional advice to Headteachers, Councillors and Trustees.	Manage grievance, capability or disciplinary process for School Staff.	Hear appeals in grievance, capability or disciplinary process for School Staff.

TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
		Manage grievance, capability or disciplinary process for Partnership Staff.		
<b>Whistleblowing</b>	Ensure processes are in place for whistleblowing to protect staff who report individuals they believe are doing something wrong or illegal.  Review the Whistleblowing Procedure (PpC)	Develop the Whistleblowing Policy. Ensure it is published on the trust website. Ensure all staff are aware of the process, who they can approach & how concerns will be managed. (Director of People).		
<b>FINANCE</b>				
<b>Accountability</b>	Legal accountability for the trust's assets, accounts and statutory compliance.	The Accounting Officer has oversight of financial transactions (CEO).  Chief Financial Officer ensures effective financial management arrangements are in place and compliance with ESFA and external financial requirements e.g. HMRC, pensions, banks, auditors.  Complete the School Resource Management (SRM) self-assessment checklist and submit to ESFA (CEO)	Headteacher accountable for expenditure within the agreed budget	
<b>Compliance</b>	Maintain robust oversight in accordance with the ESFA Academy Trust Handbook.	Ensure the trust is compliant with the ESFA Academy Trust Handbook and in particular, Part 8 Schedule of requirements (CEO).		
<b>Financial Strategy</b>	Approve and monitor the implementation of a 3 year financial strategy, ensuring the trust is maintained as a going concern (Board).	Develop a 3 year financial strategy to support the trust's overall strategies.  Prepare the ESFA 3 year financial		

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	<p>Approve the ESFA 3 year financial plan (BFR3Y).</p> <p>Approve key financial performance indicators &amp; measure performance against them.</p>	<p>plan (BFR3Y) and submit once approved by the Board.</p>		
<b>Budget Approval</b>	<p>Approve the annual budget parameters (Finance Cttee).</p> <p>Approve annual revenue and capital budgets following detailed review by Finance Cttee (Board).</p>	<p>Prepare the annual budget parameters, including any schemes for the pooling of funds, and recommend them to trustees (Director of Finance).</p> <p>Develop annual revenue and capital budgets within the approved budget parameters in conjunction with Headteachers, and recommend to trustees for approval (Director of Finance).</p> <p>Ensure budgets reflect an integrated approach to curriculum and financial planning (Director of Finance).</p>	<p>Propose annual budgets within the budget parameters, ensuring the school's budget reflects the best use of resources to maximise educational opportunities (Headteacher).</p>	
<b>Budget Monitoring</b>	<p>All trustees receive Management Accounts monthly. Finance Cttee considers Management Accounts at each meeting. Ensure appropriate action is being taken to maintain financial viability.</p>	<p>Prepare monthly management accounts, including an income &amp; expenditure account, variation to budget report, cash flows &amp; balance sheet and reserves (Director of Finance).</p>	<p>Monitor monthly management accounts, ensuring school is operating within agreed budgets (Headteacher).</p>	
<b>Unbudgeted expenditure</b>	<p>Approve unbudgeted in-year expenditure that will affect the end-of-year surplus/deficit, following consideration of a business case.</p>	<p>Approve unbudgeted in-year expenditure that will not affect the end-of-year surplus/deficit.</p> <p>Propose unbudgeted in-year expenditure that will affect the end-of-year surplus/deficit.</p>	<p>Propose unbudgeted in-year expenditure that will not affect the end-of-year surplus/deficit.</p>	

TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
<b>Capital Investment</b>	Approve the capital investment programme (Board).	<p>Establish a sound basis for capital business case planning, financial management and reporting - linking with medium term financial planning and cashflow forecasting (Director of Finance).</p> <p>Ensure effective planning and delivery of building and IT capital schemes (Director of Facilities &amp; IT).</p>		
<b>Reserves</b>	Approve a Reserves Policy.	<p>Propose a Reserves Policy and manage funds to ensure that it is achieved (Director of Finance).</p> <p>Ensure investment is properly managed &amp; seek ESFA approval for novel, contentious or repercussive expenditure (Director of Finance).</p>		
<b>Financial Systems</b>	Approve Financial Management Framework (Finance Cttee)	<p>Prepare and implement the Financial Management Framework. Ensure training on procedures for budget holders (Director of Finance).</p> <p>Provide accounting, financial planning, treasury and financial systems for schools (Director of Finance).</p>	Ensure compliance with the Financial Management Framework	
<b>Cash, debtors, creditors and Banking</b>	<p>Appoint bankers &amp; opening/closing of bank accounts (Finance Cttee).</p> <p>Approval of bank loan or overdraft (Board with ESFA approval).</p>	<p>Prepare cashflow forecasts and manage cash balances. (Director of Finance)</p> <p>Ensure timely payment of supplier accounts within stated terms and in accordance with public sector payment policy (30-days) (Director</p>		

TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
		<p>of Finance).</p> <p>Ensure timely billing and effective collection of third party debt. Reporting performance to the Finance Cttee (Director of Finance)</p> <p>Manage day to day banking relationship and recommend changes to banking arrangements (Director of Finance).</p>		
<b>Gifts &amp; Hospitality</b>	Approve a Gifts & Hospitality Policy (Board)	<p>Communicate policy requirements to members, trustees and staff.</p> <p>Maintain a Gifts &amp; Hospitality register.</p>	Ensure compliance with policy	
<b>Contracts</b>		Enter into Contracts within approved budgets and financial processes.		
<b>Grant Applications</b>		Submit Grant Applications		
<b>Authorisation to commit to Expenditure within approved budget</b>	See Financial Scheme of Delegation			
<b>Placing Orders for Goods &amp; Services</b>	See Financial Scheme of Delegation			
<b>Special Payments</b>	<p>Staff Severance &amp; Compensation over £50,000 with ESFA approval (Board).</p> <p>Ex-gratia payments (Board with</p>	Staff Severance & Compensation up to £50,000 (CEO).		

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	ESFA approval).			
<b>Expenses</b>	Approval of CEO & Trustee expenses (Chair).	Approval of Chair and TLT expenses (CEO).  Approval of central team & Headteacher expenses (Directors).	Approval of school staff expenses (Headteacher).	
<b>Leases</b>	Granting a lease on land or buildings, taking up a finance lease, taking up a leasehold on land & buildings with lease terms over 7 years (Board with ESFA approval).  Taking up a leasehold on land & buildings with lease terms of up to 7 years (Board).	Taking up an operating lease of up to 3 years and total cost (Director of Finance).		
<b>Write-Offs &amp; Liabilities</b>	See Financial Scheme of Delegation			
<b>Acquisition &amp; Disposal of Assets</b>	See Financial Scheme of Delegation			
<b>AUDIT, SCRUTINY &amp; RISK MANAGEMENT</b>				
<b>Accountability</b>	Ensure sound internal controls, risk management and assurance processes are in place.			
<b>Appointment of External Auditor</b>	Recommend the appointment of an External Auditor to Members (Board on recommendation of RAC).	Provide professional support in the appointment of an External Auditor (Director of Finance).		
<b>Annual Audit &amp; Accounts</b>	Receive the Annual Audit report and approve the Annual Report and Accounts. Provide the Annual Report and Accounts to be received by Members (Board).	Prepare the Annual Report and Accounts in conjunction with the External Auditor, ensuring following approval that they are submitted, published & filed (Director of		

TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
		Finance).		
<b>Appointment of Internal Auditor</b>	Appoint the Internal Auditor, agree the annual audit programme, and receive and review reports from the internal auditor (RAC).	Recommend the appointment of an Internal Auditor. Recommend an annual audit programme with reference to the risk register.		
<b>Risk Management</b>	Review the Risk Management Policy. Review annually the principal risks, risk appetite, risk management approach and reporting (Board).	Develop a Risk Management Policy.		
<b>Risk Register</b>	Review the appropriateness of the risk register, ensure internal scrutiny is in place, assure trustees on the effectiveness of risk management & review unforeseen events (RAC).	Review and update the Risk Register monthly, ensure internal controls are embedded, develop and report on action plans to manage risks.		
<b>Emergency Plan</b>	Ensure contingency & business continuity arrangements are in place.	Develop and implement the Emergency Plan.	Implement the Emergency Plan.	
<b>Insurance</b>	Appoint Insurers for land, buildings, employer liability & other major risks (Finance Cttee).	Recommend appointment of Insurers (Director of Finance).	Appoint Insurers for educational visits, transport & other minor risks not covered by Trust Insurers (Headteacher)	
<b>HEALTH &amp; SAFETY</b>				
<b>Accountability</b>	Under the Health & Safety at Work Act 1974, the trust is responsible for the health & safety of its staff, pupils and visitors. Trustees are accountable for ensuring a culture of health & safety across the trust and for ensuring sufficient resources are in place to discharge the trust's health & safety duties.	Ensure the trust is compliant with DfE and HSE guidance.  Appoint a competent health & safety professional to develop policy and monitor performance.	Accountable for health & safety within the school (Headteacher).	



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<b>Policy</b>	Review the Health & Safety Policy.	Develop a Health & Safety Policy.  Provide Health & Safety advice to trust and school leaders.	Implement the Health & Safety Policy.	
<b>Staff</b>		Ensure central staff have the training, information, instruction and supervision needed to meet statutory requirements and fulfil their duties safely.	Ensure school staff have the training, information, instruction and supervision needed to meet statutory requirements and fulfil their duties safely.	
<b>Data</b>	Review health & safety data and performance (Env Cttee).	Identify health & safety metrics and reporting mechanisms & collate data centrally.  Report breaches.		
<b>FACILITIES</b>				
<b>Accountability</b>	Review Facilities Management Procedures (Env Cttee).	Develop Facilities Management Procedures.  Provide professional support and challenge to school leaders on the implementation of the Facilities Management Procedures.	Accountable for maintenance of school facilities within Facilities Management Procedures.	
<b>Capital Improvements</b>	Approve the trust capital strategy and annual capital plan (SCA).	Develop and propose the trust capital strategy and annual capital budget.	Make recommendations for facilities improvement and capital investment.	
<b>Compliance</b>	Ensure statutory requirement is met: Premises management documents.	Manage asbestos effectively in compliance with Control of Asbestos Regulations 2012.		
<b>Lettings</b>		Coordinate school lettings.		
<b>INFORMATION TECHNOLOGY</b>				
<b>Accountability</b>		Accountable for the effectiveness of		

TPLT Scheme of Delegation September 2024	Board of Trustees supported by Board Committees	Chief Executive supported by Trust Leadership Team	Headteachers supported by School Leadership Teams	Community Councils
		IT systems.		
<b>Strategy</b>	Review the IT Strategy (Env Cttee).	Develop and implement an IT Strategy, providing effective and secure IT services to schools.		
<b>Policies</b>		Ensure policies are in place in line with regulatory frameworks.		
<b>Training</b>		Ensure adequate training in place for staff.		
<b>Reporting</b>		Monitor service levels.		
<b>Capital</b>	Approve the trust IT capital strategy and annual capital plan.	Develop and propose the trust capital strategy and annual capital budget.	Make recommendations for IT improvement and capital investment.	
<b>INFORMATION &amp; DATA PROTECTION</b>				
<b>Accountability</b>	Accountable for statutory compliance.	Monitor statutory compliance.		
<b>Data Protection Officer (DPO)</b>	Appoint a suitably qualified Data Protection Officer (Board).	Recommend a suitably qualified Data Protection Officer.	Identify a named Data Protection Lead.	
<b>Policies</b>	Review data protection policies.	Prepare data protection policies. Provide advice to schools on implementation.  Implement data protection policies ensuring trust compliance with regulatory requirements.	Implement data protection policies ensuring school compliance with regulatory requirements.	
<b>Reporting</b>	Review performance.	Review breaches and where required report to the Information Commissioner Office (ICO).		
<b>Training</b>			Ensure all staff trained.	

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<b>Biometric information</b>	Ensure statutory requirement is met: Protection of biometric information of children in schools and colleges.			
<b>Freedom of Information</b>		Review Freedom of Information responses prior to submission.	Submit Freedom of Information responses.	
<b>POLICIES, PROCESSES &amp; PROCEDURES</b>				
<b>Accountability</b>	Ensure compliance with Equality Act & Public Sector Equality Duty.	Develop a policy schedule that ensures compliance with all regulatory requirements.		
<b>Policies</b>	Review and note amendments to trust policies (Board)  Review implementation and effectiveness of policies (Board & Committees).	Develop, revise and update policies in line with policy schedule. Inform trustees of policy amendments. Provide guidance to trustees and school leaders on the implementation of policies.	Ensure school compliance with processes and procedures	
<b>Frameworks</b>	Review.	Approve.	Support development.	
<b>Legal</b>		Obtain legal & professional advice on behalf of trustees and school leaders.		