



# Scheme of Delegation

2023-2024



## Table of Contents

Introduction .....	3
Governance Structure .....	5
Summary of Delegation.....	7
Financial Delegation Table.....	10
LET Delegated Responsibilities .....	11

# Introduction

## Purpose

The purpose of Leger Education Trust's Scheme of Delegation is to provide a clear framework for governance functions. The document will be reviewed and amended annually by the Trust Board. It will also be published on the Trust website along with a list of current Members and Trustees.

As a charity and company limited by guarantee, Leger Education Trust is governed by a Trust Board of Directors who are responsible for the management and administration of the Trust and the Academies within the Trust. Whilst referred to as Directors on Companies House, we will refer to them as Trustees and they are appointed by the Members of the Trust.

The Trustees are accountable to external government agencies including the Charity Commission, the ESFA and the Department for Education for the quality of the education provided by the Trust and they are required to have systems in place through which they can assure quality, safety and good practice.

The Academy Trust Handbook 2023 confirms:

*"The academy trust is the legal entity with the board having collective accountability and responsibility for the academy trust and assuring itself that there is compliance with regulatory, contractual, and statutory requirements.*

*The academy trust board 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 trust's culture and sets and champions the trust strategy including determining what, if any, governance functions are delegated to the local tier*

• **Accountability and assurance:** *the board has robust effective oversight of the 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, schools and communities so that decision-making is supported by meaningful engagement."*

This document complies with current Department for Education (DfE) policy and reflects the obligations on the Trustees imposed under both company law and charity law and acknowledges the status of the Trust as a public body. It reflects current guidance including (but not limited to) the following:

1. Academy Trust Handbook (DfE)
2. Governance Handbook and Competency Framework (DfE)
3. Keeping Children Safe in Education (DfE)
4. Admissions Code (DfE)
5. Confederation of School Trusts (CST)
6. National Governors Association (NGA)
7. The Key

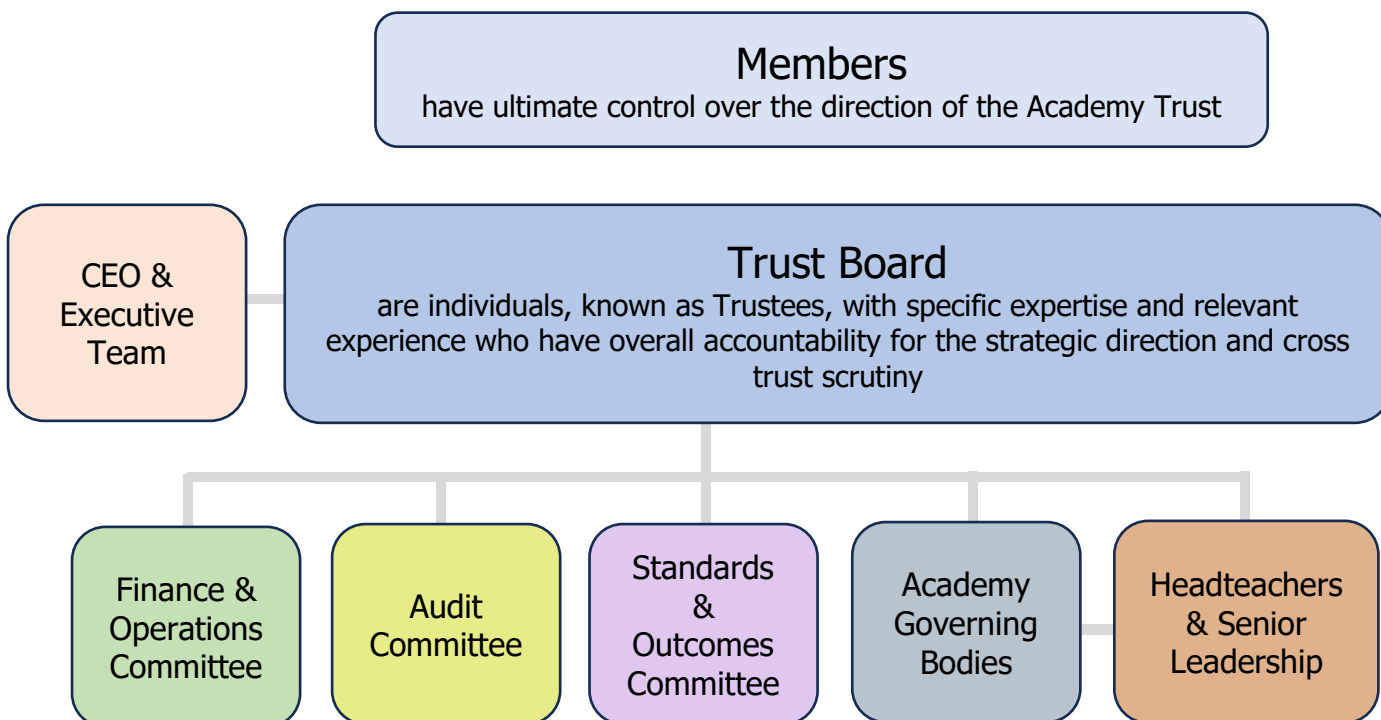
This document explains the roles and responsibilities within Governance at Leger Education Trust, including the delegated roles and responsibilities of the Trustees and their committees which includes Academy Governing Bodies, Headteachers\*, the Chief Executive Officer (CEO), and the Executive Leadership Group for the Trust.

\*'Headteacher' is the collective term for the most senior leader with an Academy, currently in the Trust there are Executive Headteachers, Headteacher, Principal, Head of School and Associate Principals.

The Trust Board is the main Governing Board for Leger Education Trust and is accountable for the actions of all elements of the Trust including each Academy's performance, strategic direction, clarity of vision and financial probity. The Board will, however, work in partnership with its family of Academies.

Any delegation made is subject to any conditions the Trustees may impose and may be reviewed and amended at any time in the best interests of the Trust.

## Governance Structure



### Members

Members are akin to the shareholders of a company. They have ultimate control over the Trust, with the ability to appoint Directors and the right to amend the Trust's Articles of Association.

The Members of the Trust are the subscribers to the Memorandum and Articles of Association and have responsibility for the overview of the governance of the Trust and the power to appoint and remove Directors. They may also appoint the Chief Executive Officer as a Director. They must approve any changes to the Trust's Articles of Association. The Members may meet once a year at the Annual General Meeting.

The members will:

- Ensure governance is effective
- Appoint the Members and Trustees
- Receive the annual accounts
- Appoint the external auditors

### Trustees

Trustees are responsible for ensuring clarity of vision, ethos and strategic direction of the Trust; holding leaders to account for the educational performance of its pupils; overseeing the performance management of staff; overseeing financial performance of the Trust and ensuring monies are well spent. Trustees must ensure compliance with both Charity and Company law requirements. They can delegate some responsibilities to Trust Committees, one of which are Academy Governing Bodies.

The Trustees will:

- Set the vision and values for the Trust
- Accountable for strategic decisions across the Trust
- Appoint and hold the CEO to account
- Be accountable for all academies
- Ensure the Trust complies with charity, company and education legislation
- Ensure the quality of educational provision
- Monitor the performance across all the Academies within the Trust

### **CEO and Executive Team**

The CEO and Executive Team will:

- Manage the Trust's day to day activities including school improvement, finance, HR, IT, Estates and governance.
- Performance manage staff within the Trust and report back to Trustees.

### **Trust Committees**

The Trust Committees will:

- Be responsible for the responsibilities delegated to them by the Trustees.
- Comply with their committee terms of reference.

### **Headteachers and Senior Leadership Teams**

Heads and SLT will:

- Through their wide range of expertise and experience, work together to ensure that every pupil enjoys their time at the Academy and reaches their full potential.

## Summary of Delegation

The Summary of Delegation below sets out the accountability, responsibility, and involvement level of:

- Members
- Directors
- Trust Committees – Audit, Finance & Operations and Standards & Outcomes
- Academy Governing Bodies
- CEO/Executive Team
- Headteachers & Senior Leadership Teams

The tables below provide a summary of each level's involvement in each aspect of Trust delivery and management.

### Strategic Leadership and Quality:

<b>Members</b>	Provided with annual information against all strategic leadership and quality deliverables. Will provide consultation on the review of the Chair of Directors' performance.
<b>Trustees</b>	Accountable for all aspects of Trust level strategic leadership and quality deliverables.
<b>CEO</b>	Responsible for the delivery of strategic leadership and quality deliverables and provide support at AGB level in respect of performance reviews.
<b>Executive Leadership Team</b>	Support and consult in areas of reporting and vision setting in respect of key priorities.
<b>Academy Governing Bodies</b>	Responsible for the vision and strategy setting at academy level. Responsible for AGB-level performance reviews.
<b>Headteacher (or equivalent)</b>	Support and consult in areas of reporting and vision setting in respect of key priorities against individual academies.

### Governance:

<b>Members</b>	Accountable and responsible for the reviewing and agreeing of Articles of Association. Provided with annual information against all governance deliverables.
<b>Trustees</b>	Accountable and responsible for all aspects of Trust governance. Also accountable for ensuring academy-level governance is in place and adheres to national governance frameworks.
<b>CEO</b>	Responsible for Trust-wide governance performance and structures and supports AGB-level governance performance and structures.
<b>Executive Leadership Team</b>	Consults and supports in areas of compliance and reporting for the Trust and individual academies.
<b>Academy Governing Bodies</b>	Responsible for appointing AGB Chairs. Acts to support and consult in areas of governance at an AGB level.
<b>Headteachers (or equivalent)</b>	Support and consult in areas affecting individual academies. Responsible for appointing AGB clerk and risk register for academy.

### School Improvement and Educational Delivery:

<b>Members</b>	Provided with annual information against all school improvement deliverables.
<b>Trustees</b>	Accountable for all aspects of school improvement and education delivery.
<b>CEO</b>	Responsible for most aspects of trust-wide educational delivery and school improvement. Acts to intervene, support and consult at academy level as outlined in the Scheme of Delegation.
<b>Executive Leadership Team</b>	Consult in some areas of key priority reporting across the Trust.
<b>Academy Governing Bodies</b>	Consult in areas of school improvement and education delivery at an academy level.
<b>Headteachers (or equivalent)</b>	Responsible for some aspects of school improvement and education delivery where it is specific to their academy. Provides support and consultation at a trust-wide level.

### HR and Staffing:

<b>Members</b>	Provided with annual information against all HR and staffing deliverables. Will appoint, suspend, and dismiss the Trust CEO.
<b>Trustees</b>	Accountable for all aspects of Trust HR and staffing.
<b>CEO</b>	Responsible for most aspects of Trust-wide HR and staffing and will support academy-level activity.
<b>Executive Leadership Team</b>	Provide support and consultation to many aspects of HR and staffing at both Trust and academy level.
<b>Academy Governing Bodies</b>	Consult and support in areas of HR and staffing at an academy level. Responsible for the appointment, suspension, and dismissal of academy staff.
<b>Headteachers (or equivalent)</b>	Responsible for the appointment, suspension, and dismissal of senior leadership team members as well as the performance management of academy staff.

### Finance, Policy and Estates:

<b>Members</b>	Provided with annual information against all finance, policy and estates deliverables.
<b>Trustees</b>	Accountable for all aspects of finance, policy, and estates activity.
<b>CEO</b>	Accountable for all aspects of finance, policy, and estates activity through leadership of Trust staff.
<b>Executive Leadership Team</b>	Account for aspects of finance, policy, and estates reporting directly to CEO and Trustees.
<b>Academy Governing Bodies</b>	Provide some support and consultation in aspects of finance, policy, and estates activity where there is an impact at academy level. Responsible for strategic policies at academy level. The Trust shall be responsible for the setting and review from time to time of the Academy's admissions policy provided that no change will be made to the admissions criteria without the written consent of the Trustees.
<b>Headteachers (or equivalent)</b>	Provide some support and consultation in aspects of finance, policy, and estates activity where there is an impact at academy level.



## Legal and Compliance:

<b>Members</b>	Provided with annual information against all legal and compliance deliverables. Will support the establishment and publishing of registers of interest.
<b>Trustees</b>	Accountable for all aspects of legal and compliance activity.
<b>CEO</b>	Responsible for policy development and adhering to legal documents.
<b>Executive Leadership Team</b>	Responsible for most aspects of compliance in relation to document management and record keeping.
<b>Academy Governing Bodies</b>	Support the delivery of legal and compliance activity where tasks are specific to their academy.
<b>Headteachers (or equivalent)</b>	Provide some in many aspects of legal and compliance activity.

## Financial Delegation Table

Delegation	Value	Delegated Authority
Ordering limit	Up to £1,000	Budget holder & School Business Manager – up to 499 pupils
	Up to £5,000	Budget holder & School Business Manager – over 500 pupils
	Up to £5,000	As above & Headteacher/Head of School/ Executive Director of Operations
	Up to £25,000	As above & Executive Director of Finance (EDF)- Minimum of 3 quotes, recommend use of framework where available
	Up to £200,000	As above & CEO- use of DfE approved framework (with option to include local providers) or formal tender process including appropriate advertising of opportunity
	£200,000 and over	As above & Trust Board- use of DfE approved framework or PCR compliant process
Authorisation of non-order invoices (excl. utilities and catering up to £1,000)	Up to £5,000	Headteacher / Head of School & EDF
	Over £5,000	As above plus CEO
Operating leases / contracts (less than 1 year)	As per delegation limits above for ordering goods and services	As per delegated authority above for goods and services
Operating leases / contracts (over 1 year)	Over 1 year <£30,000	EDF plus CEO
	> £30,000	As above plus Board Approval
Finance leases	Any	All finance leases must be EDF & CEO as ESFA approval is required
BACs Limits	Any	Dual authorised in line with bank mandate
Signatories for EFA grant claims	Any	Signed hard copy document to be kept on file as required by claim form (Headteacher or delegated signatory)
Foreign Travel	Any	Board Approval
CEO / EDF Expenses	< £1,000	EDF or CEO to sign off each other's expense
	>£1,000	As above plus Board Approval
Investments outside of current banking institution	Any	In line with the Investment Policy. Approved by CEO, Chair of F&O Committee and Chair of Trustees

## LET Delegated Responsibilities

<b>Responsible for</b> - this is who is ultimately accountable and makes the decision for this task
<b>Delivered by</b> - this is who carries out the work to complete the task
Trustees may delegate this responsibility to one of it's committees - F&O, S&O, Audit & Academy Governing Bodies
The Exec Team includes the CEO as he may choose to delegate to an executive within his team

No	Task	Responsible for	Delivered by
<b>Systemic Excellence</b>			
S1	Setting the Trust Vision & Strategy	Trustees	Executive Team
S2	Setting Trust Cultures & Values	Trustees	Executive Team
S3	Setting the Academy Vision and Strategy	AGB	Headteacher
S4	Approve, monitor and review the growth strategy and Strategic Plan	Trustees	Executive Team
S5	Approve the addition of new schools to join LET	Trustees	Exec Team
S6	To publish proposals to change category of an academy	Trustees	Exec Team
S7	Agree key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured	Trustees	Exec Team
S8	Setting the School Improvement Plan in line with Trust priorities	AGB	Headteacher
S9	Engaging with parents	AGB	Headteacher

No	Task	Accountable for	Delivered by
<b>Systemic Excellence</b>			
S10	Ensuring compliance with equalities legislation	Trustees	Exec Team
S11	Ensuring finance skills set on board	Trustees	Exec Team
S12	Establishing and appointing board committees - F&O, S&O, Audit, AGBs	Trustees	Exec Team
S13	Nominating safeguarding lead trustee	Trustees	
S14	Nominating SEND lead trustee	AGB	
S15	Establishing and appointing link governors including SEND/Safeguarding, F&O, Behaviour & Inclusion, T&L	AGB	
S16	Setting governance policies (code of conduct, complaints, whistleblowing, subject access, data protection, cyber security, information sharing)	Trustees	Executive Team/HTs
S17	Setting Trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)	Trustees/AGBs	Executive Team/HTs
S18	Designated teacher appointed to promote the educational achievement of looked after children	AGB	Headteacher
S19	Carrying out disclosure and barring service (DBS) checks	Exec Team/HTs	
S20	Setting safeguarding policies (safeguarding and child protection, Prevent, Looked after children, safer recruitment)	Exec Team/HTs	
S21	Setting health and safety policies and estates management strategy	Exec Team	
S22	Approve the Academy Admission arrangements including a review of the PAN	AGB	Headteacher
S23	Attending Trust inspections	Trustees/Exec Team/AGB	
S24	Articles of Association - Review and amend	Members	Exec Team

No	Task	Accountable for	Delivered by
<b>Systemic Excellence</b>			
S25	Approve changes to the Master and Supplemental Funding Agreements	Members	Exec Team
S26	Members: Appoint and remove	Members	Exec Team
S27	Trustees: Appoint and remove	Members	Exec Team
S28	AGB Governors: Appoint and remove	Trustees	AGB
S29	Appoint Chair and Vice of the Trust Board	Trustees	
S30	Appoint and remove Trust Committee Chairs	Trustees	
S31	Appoint and remove AGB Chairs	AGB	Headteacher
S32	Remove Academy Governing Boards where intervention is required	Trustees	Exec Team
S33	Appoint and remove Clerk to Trustees	Trustees	
S34	Appoint and remove Clerk to AGBs	AGB	
S35	Approve, publish, and systematically review the Scheme of Delegation for the Trust (including financial delegation at academy level)	Trustees	Exec Team
S36	Review, annually, Governance structure for the trust	Trustees	Exec Team
S37	Annually agree constitution of committees - Finance & Operations, Standards & Outcomes, Audit and Pay Committee	Trustees	
S38	Annually agree and review Terms of reference for Committees including AGBs	Trustees	Exec Team
S39	Annual completion of Trustees Skills Audit and recruit to address gaps	Trustees	Exec Team

No	Task	Accountable for	Delivered by
<b>Systemic Excellence</b>			
S40	Annual completion of AGB Skills Audit and recruit to address gaps	AGB	Clerk
S41	Annual Self Review of the Trust Board	Trustees	Clerk
S42	Annual Self Review of AGBs	AGB	Clerk
S43	To hold a full Trustee meeting at least once per academic half-term and committee meetings in line with Terms of Reference	Trustees	
S44	Annual agenda plans to be agreed for the Trust Board	Trustees	Exec Team
S45	Annual agenda plans to be agreed for the AGBs	Trustees	Exec Team
S46	Trustee Succession Planning	Trustees	Exec Team
S47	AGB Succession Planning	AGB	Headteacher
S48	Update records held by Companies House, including register of people with significant control	Exec Team	
S49	File annual confirmation statement	Exec Team	
S50	Maintain documentation for recruitment of new trustees and governors, including eligibility check	Exec Team/SBM	
S51	Ensure new governors receive a comprehensive induction and support	Exec Team	
S52	Maintain a register of Members and Trustees Business Interests and publish on the Trust Website	Exec Team	
S53	AGB Governors information to be recorded on the academy's website	SBM	
S54	Maintain the DfE's GIAS portal with respect to Trust Board	Exec Team	

<b>No</b>	<b>Task</b>	<b>Accountable for</b>	<b>Delivered by</b>
S55	Maintain the DfE's GIAS portal with respect to AGBs	SBM	
<b>Educational Excellence</b>			
E1	Setting Trust approach and development of the curriculum, teaching & Learning and assessment with regard to statutory requirements	Trustees	Exec Team
E2	Targets set and reported to the Trust Board that enables pupil achievement and teaching quality to be reviewed	Trustees	Exec Team
E3	Quality Assurance of the School Improvement Plan and self evaluation process	AGB	Headteacher
E4	Validating the grades in the Self Evaluation Form (SEF) at academy level	AGB	
E5	Production of data and analysis of educational attainment and progress at academy level	HTs/AGBs	
E6	Analysis of educational attainment and progress at Trust level	S&O Committee	Exec Team
E7	Delivering Early Years Foundation Stage (EYFS) , in line with statutory requirements	Headteachers	
E8	Setting and delivering school curriculum and assessment in line with Trust approach	Headteachers	
E9	Developing curriculum policies as required by school (RE, relationships, sex & Health Education)	AGB	Exec Team/HTs
E10	Setting behaviour and welfare policies	Trustees	Exec Team
E11	Delivering careers guidance with regards to statutory requirements	Trustees	Exec Team/HTs
E12	Ensuring compliance with SEND Code of Practice	Trustees	Exec Team/HTs
E13	Responsibility for ensuring compliance regarding admission and attendance registers being maintained in schools	AGB	HTs
E14	Prohibiting radicalisation, and promoting equality and diversity, tolerance and ensuring the balanced treatment of political issues	Trustees & AGBs	Exec Team/HTs

No	Task	Accountable for	Delivered by
<b>Educational Excellence</b>			
E15	Approve academy day length and term dates for each academy in line with a Trust policy	Trustees	Exec Team
E16	Ensure each academy meets the statutory requirement for (380) sessions in an academic year	Trustees	Exec Team
E17	To discharge duties in respect of pupils with special educational needs and disabilities	Trustees & AGBs	Exec Team
E18	Compliance regarding setting approach to directing pupils offsite, exclusions	Trustees	Exec Team/HTs
E19	Exclusion of pupils (CEO must be informed of proposed permanent exclusions)	Headteacher	
E20	Exclusion appeals where they have progressed through the Local Authority route (Trust becomes an IRP (Independent Review Panel)	Trustees/Exec Team	
E21	Pupil outcomes (Trust level)	Trustees	Exec Team
E22	Pupil outcomes (Academy level)	Headteacher	
E23	The use of pupil premium against priorities and need	AGB	Headteacher
E24	Ensure provision of free school meals for eligible children	AGB	Headteacher
<b>Operational Excellence</b>			
O1	Setting approach to ensuring compliance with staff appointments and dismissals with regard to statutory requirements	Trustees	Exec Team/HTs
O2	Setting approach to appraisal and performance Management	Trustees	Exec Team
O3	Setting pay levels and executive pay, ensuring compliance with ATH and evidence of a robust process	Trustees	Exec Team/HTs
O4	Setting HR Policies (Appraisal, pay, disciplinary, grievance, capability, safer recruitment)	Trustees	Exec Team



No	Task	Accountable for	Delivered by
<b>Operational Excellence</b>			
O5	Appoint, suspend (including ending suspension) and dismiss the CEO	Trustees	
O6	Appoint, suspend (including ending suspension) and dismiss members of the Trust Executive Leadership Team & Principals/Heads	Trustees	CEO
O7	Appoint, suspend (including ending suspension) and dismiss academy staff both teaching and support and including SLT	AGB	HTs
O8	Agree Trust staffing structure	Trustees	Exec Team
O9	Agree Academy staffing structure	CEO	
O10	Undertake performance management of the CEO	Trustees	
O11	Undertake performance management of the Trust Executive Leadership Team	CEO	
O12	Undertake performance management of the Trust Central Team	Exec Team	
O13	Undertake performance management of academy Principals/Heads	CEO/EIPs	
O14	Undertake performance management of teachers & support staff	Headteacher	
O15	Agree CEO and Executive Leadership pay awards	Trustees	
O16	Agree academy Principal/Heads pay award	AGB	CEO
O17	Ensure an approved Trust Performance Management policy is in place	Trustees	
O18	Determining dismissal payment/early retirement of the CEO	Trustees	
O19	Determining dismissal payment/early retirement of Principals/Heads	Trustees/CEO	

No	Task	Accountable for	Delivered by
<b>Operational Excellence</b>			
O20	Determining dismissal payment/early retirement of other staff	Trustees/CEO	
O21	Maintain accurate, effective, and secure employee records	Exec Team/Headteachers	
O22	Appointing senior executive leader as Accounting Officer	Trustees	
O23	Appointing Chief Financial Officer (CFO)	Trustees	
O24	Setting Delegated Authority Limits for financial transactions	Trustees	Exec Team
O25	Appointing external auditors	Members	
O26	Appointing internal auditors and establishing controls framework	Trustees & Audit Committee	Exec Team
O27	Appoint Trust Legal Advisors	Trustees	Exec Team
O28	Approval of budget	Trustees	Exec Team
O29	Development of budget	Exec Team/HTs/AGBs	
O30	Monitoring of monthly management accounts and forecasts	F&O Committee	EDF
O31	Oversight of robust management of cash position	F&O Committee	
O32	Monitoring of pupil premium spend/Year 7 Literacy and Numeracy catch-up/PE and Sport Premium	AGBs	HTs
O33	Approve annual recommended pay award	Trustees	EDF

No	Task	Accountable for	Delivered by
<b>Operational Excellence</b>			
O34	Ensure Statutory DfE/ESFA Returns are submitted: National Tutoring Programme Year end Statement; Land & Buildings Collection Tool; Audited financial statements, auditors management letter, annual summary internal scrutiny report & accounts submission; School Resource Management Self-Assessment; Accounts Return; Revenue Funding Allocation submission; Companies House return; Public sector apprenticeship data returns; budget forecast return, administrate back fill payments for ECF framework	Trustees	Exec Team
O35	Approve annual accounts for lodging with Companies House	Trustees	EDF/Exec Team
O36	Monitor any action points from internal/external audits to ensure appropriate plans are in place	Audit Committee	Exec Team
O37	Determine and approve trust-wide policies which reflect the trust's ethos and values and meet statutory requirements	Trustees	EDF/Exec Team
O38	Managing conflicts of interest and related party transactions	Trustees	EDF/Exec Team
O39	Ensuring adequate insurance cover is in place for buildings and liability for the Trust, consider if cover is required for sickness absence	Trustees	Exec Team
O40	Agree operational QA and reporting arrangements for matter of compliance	Trustees	Exec Team
O41	Maintain review and monitor Risk Register	Audit Committee	EDO
O42	Ensuring that financial regulations and procedures are implemented	Trustees	Exec Team
O43	Authorise bank account establishments and approve bank mandates	Trustees	Exec Team
O44	Review investment policy in line with Scheme of Delegation	Trustees	Exec Team
O45	Determine the scope of central services to be delivered by LET to and on behalf of the academies	CEO	Exec Team
O46	Ensure centrally procured services provided are value for money & procured in line with policy	Trustees	EDO/Exec Team

No	Task	Accountable for	Delivered by
<b>Operational Excellence</b>			
O47	Determine and approve academy policies which reflect the trust's ethos and values and meet statutory requirements	AGB	Headteacher
O48	To ensure that the Trust maintains a Single Central Record for staff, volunteers and contractors	Trustees	EDO
O49	To ensure that the Academy maintains a Single Central Record for staff, volunteers and contractors	AGB	Headteacher