

Brigantia Learning Trust

Scheme of Delegation

Notes:

1. The term governor refers to all tiers of Trust governance including member, trustee / director and LAB governor.
2. A large X shows where the actual responsibility lies.
3. A small x shows that some responsibility will exist but that ultimately this sits with the Trust Board.

Responsibility	Reserved or Delegated to:					Reference	Notes
	Members	Trust Board	Post 16 LAB	Secondary LAB	Primary LAB		
Governance							
Appointment of Members	X	x (initially)					
Approve changes to the Articles of Association	X						
Approve the Scheme of Delegation		X					
Appoint Trustees / Directors	X						
Hold the Trust Board to account for managing strategic risk	X						
Lead governance responsibility for Ofsted inspections (identified in report)		X	x	x	x		
Ensure Governors' statutory responsibilities are fulfilled	x	X	x	x	x		

Responsibility	Reserved or Delegated to:					Reference	Notes
	Members	Trust Board	Post 16 LAB	Secondary LAB	Primary LAB		
Strategic Planning							
Setting the Trust's vision and educational character	x	X					
Receive the Trust's strategic plan	x	X	x	x	x		
Approve Academy improvement plans and targets		X	x	x	x		
Monitor Trust and Academy progress against targets		X	x	x	x		
Finance							
Approve strategic & annual Trust & Academy budgets.		X					
Monitor expenditure against budget targets (Trust / LABs)		X	x	x	x		
Determine the range & cost of shared services, level of centrally retained budget and what this will be spent on.		X					
Determine the level of financial delegation to LABs / Principals		X					

Responsibility	Reserved or Delegated to:					Reference	Notes
	Members	Trust Board	Post 16 LAB	Secondary LAB	Primary LAB		
Finance							
Determine the proportion of budget to be spent on teaching and nonteaching staff.		X	x	x	x		
Approve the Trust's Procurement Policy and level of delegation to LABs		X					
Approve the Trust's Fees/Charging policy		X					
Appoint Trust auditors		X					
Appoint Responsible Officer & ensure monitoring is focused & sufficient		X					
Approve and monitor annual Pupil / Sports Premium plans		X	x	x	x		
Approve annual accounts (signing off and filing)		X					
Receive annual accounts	X	x					

Responsibility	Reserved or Delegated to:					Reference	Notes
	Members	Trust Board	Post 16 LAB	Secondary LAB	Primary LAB		
HR and Staffing							
Approve all HR policies and procedures, including all employment terms and conditions.		X					
Approve Trust and Academy staffing structures		X	x	x	x		
Appoint CEO		X					
Appoint Academy senior staff (Heads / Principals, Business Director, D. Head / Vice Principal & above)		X					
Appoint other Trust / academy staff			x	x	x		
Approve Trust policy on annual performance management and outcomes and pay review for all staff		X	x	x	x		
Set CEO performance targets, review & approve annual CEO pay review		X					
Set Principal's performance targets & approve annual pay review			x	x	x		In concert with the CEO
CEO / Principal disciplinary policy & action		X					
Set Trust disciplinary policy & delegate to LABs as appropriate		X	x	x	x		

Responsibility	Reserved or Delegated to:					Reference	Notes
	Members	Trust Board	Post 16 LAB	Secondary LAB	Primary LAB		
HR and Staffing							
Monitor Trust performance against targets		X					
Monitor LAB performance against targets (incl. progress of vulnerable groups)		X	x	x	x		
Annual review of Trust / academy outcomes	X	X	x	x	x		
Responsibility	Reserved or Delegated to:					Reference	Notes
	Members	Trust Board	Post 16 LAB	Secondary LAB	Primary LAB		
Curriculum & provision							
Agree Trust policy for curriculum and transition between phases		X	x	x	x		
Monitor the quality of teaching, learning & progress		X	x	x	x		
Change term times, holiday patterns, length of the school / college day in line with statutory guidance & Trust consistency		X	x	x	x		

Responsibility	Reserved or Delegated to:					Reference	Notes
	Members	Trust Board	Post 16 LAB	Secondary LAB	Primary LAB		
Behaviour management and student/pupil well-being							
Establish Trust behaviour policy including responsibility for exclusions		X	x	x	x		
Appeals against permanent exclusions			x	x	x		
Monitor effectiveness of behaviour code and policy		X	x	x	x		
Approve the Trust's anti-bullying policy including implementation and reporting requirements in each Academy		X	x	x	x		
Set annual Academy attendance targets and monitor performance against targets.		X	x	x	x		

Responsibility	Reserved or Delegated to:					Reference	Notes
	Members	Trust Board	Post 16 LAB	Secondary LAB	Primary LAB		
SEND							
Ensure appointment of designated SEND / safeguarding Governor			x	x	x		
Approve SEND policy & offer in line with statutory guidance		X					
Review provision for students/pupils with EHCP and manage			x	x	x		
EHCP placements and liaison with external agencies			x	x	x		
Safeguarding							
Ensure robust safeguarding systems and processes are in place across the Trust		X					
Ensure each Academy is fully compliant with all statutory safeguarding requirements which are kept under regular review		X	x	x	x		
Monitor that all staff are appropriately trained		X	x	x	x		
Ensure the Trust has fulfilled reporting requirements for children missing from education		X	x	x	x		

Responsibility	Reserved or Delegated to:					Reference	Notes
	Members	Trust Board	Post 16 LAB	Secondary LAB	Primary LAB		
Admissions							
Approve the PAN for each Academy.		X	x	x	x		
When appropriate (e.g. when not following LA policy), agree the academy admissions policy (incl. the, oversubscription criteria, post-16 admission requirements and participation in Fair Access)		X	x				
Approve the independent admissions appeals process (for Post 16)		X	x				
Information for parents and other stakeholders							
Approve Trust and Academy web-site policies to ensure they are fully compliant with statutory requirements		X	x	x	x		
Approve the Freedom of Information Policy		X					
Approve the Trust's Marketing Policy		X					
Approve the policy on reporting to parents		X					

Responsibility	Reserved or Delegated to:					Reference	Notes
	Members	Trust Board	Post 16 LAB	Secondary LAB	Primary LAB		
Land and premises							
Approve the Health and Safety Policy		X					
Approve the sale of land/premises		X					
Approve all capital projects		X					
Approve the Trust/ Academy 3-5 year premises plan		X	x	x	x		