



Thomas's Academy Scheme of Delegation

The scheme of delegation makes clear what is the responsibility of the Board and what is delegated. Many single academy trusts do not have a scheme of delegation. They rely on their committee terms of reference to identify where governance functions are exercised, and who makes decisions.

However, a scheme of delegation can be used to inform single academy trusts on the roles and responsibilities of members, trustees and board committees. In the case of Thomas's Academy it also outlines the responsibilities of teams from TLDS.

Reading the grid
✓ - governance function and decision making is at this level
C - to be consulted prior to decision being made
RT - delegated to TLDS Ringwood team
OT - delegated to TLDS Operations team
Note: Decisions delegated to the trust board may be delegated to a board committee but not the CEO or HT

Governance function		Members	Trust board	HT/Accounting officer	Delegated to
Governance framework: people	Members: appoint/remove	✓			
	Trustees: appoint/remove	✓	✓		
	Parent trustees: appoint when elected		✓		
	Named safeguarding/SEN/H&S trustee: appoint and remove		✓		
	Committee chairs: appoint and remove		✓		
	Committee members: appoint and remove		✓		
	Clerk to board: appoint and remove		✓	C	
Appoint and remove chair and vice chair		✓			
Governance framework: systems and structures	Articles of association: review, amend and agree	✓	C		
	Governance structure for the trust: establish and review annually		✓	C	
	Committee terms of reference and scheme of delegation: agree annually		✓	C	
	Annual schedule of governance business: agree		✓		
	Self-review of trust board and committees: complete annually		✓		
Chair's performance: carry out 360° review periodically		✓			
Governance framework: reporting	Publish governance arrangements on trust and schools' websites: ensure		✓		
	Ensure school website is compliant and effective		✓		
	Annual report on the performance of the trust: submit to members and publish		✓		
	Annual self-review/triannual external review of board effectiveness: submit to members		✓		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓		C
Compliance with regulatory matters (including charity law, company law, employment law and health and safety law)		✓		RT/OT	

Governance function		Members	Trust board	HT/Accounting officer	Delegated to
Being strategic	Determine school policies: approve		✓	C	
	Approve school vision, strategy and key priorities		✓	C	
	Management of risk: establish register, review and monitor		✓	C	Audit
	Engagement with stakeholders: ensure		✓	✓	
	Academy principal: appoint and dismiss		✓		
	Accounting officer: appoint and dismiss		✓		
	HT: appoint and dismiss		✓	✓	
	Schools staffing structure: agree		✓	C	
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓	C	RT/OT
	Monitor impact of PP and PE grant expenditure		✓	C	
	Monitoring progress on strategic priorities: agree reporting arrangements		✓	C	
	Performance management of HT: undertake		✓		
Financial oversight	External auditors: appoint	✓			
	Chief financial officer: appoint		✓	C	
	Budget plan to support delivery of schools' key priorities: agree		✓	C	RT
	ESFA required reports and returns submit		✓		
	Trust's scheme of financial delegation: establish, monitor and review		✓	C	RT
	External auditors' report: receive and respond		✓		
	Headteachers' pay award: agree		✓		
	Staff appraisal procedure and pay progression: review and agree		✓	C	RT
	Benchmarking and school value for money: ensure robustness			✓	RT
Monitoring budget: agree reporting		✓	C	RT	