

The Samara Trust – Scheme of Delegation

This scheme of delegation is structured in accordance with the DfE’s publication: “The Governance Handbook – For trustees of academies and multi-academy trusts and governors of maintained schools”. November 2015. This is the revised version approved by the Samara Trust Board on 24 February 2020. Functions are categorised as follows:

1. People
2. Structures
3. Ways of Working
4. Education
5. Board improvement and Inspection
6. Pupil wellbeing
7. Staffing
8. Admissions and organisational changes
9. Control and community use of academy premises
10. Finance and information sharing
11. Governance

The Trustees are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

In order to discharge these responsibilities, the Trustees ensure the appointment of people who are more locally based to serve on a board (the “Local Governing Committee” or LGC) which has been established to ensure the good governance of the Academy. The Local Governing Committee shall be the “Advisory Body” for the Academy as required by the Master Funding Agreement entered into between the Company and the Secretary of State for Education (the “Secretary of State”) governing the affairs of the Company (the “Master Funding Agreement”).

The Trustees have overall responsibility and ultimate decision making authority for all the work of the Company, including the establishing and running of schools. This is largely exercised through strategic planning and the setting of policy. It is managed through business

planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. The Trustees have the power to direct change where required.

The Local Governing Committee of an Academy is a committee formed by the Trustees and derives its power from the Trustees. The Local Governing Committee is responsible for fulfilling a largely strategic role in the conduct of an Academy in conjunction with a Principal (Headteacher) who is responsible for the internal organisation, management and control of the Academy. The Trustees may also delegate responsibility to the Principal (Headteacher).

The development and periodic review of policies is not covered systematically in the table below, but is explained here instead. Trustees are accountable, and through the CEO (or on financial matters the CFO) are responsible, for all statutory policies, which are common to all academies within the Trust. There is one exception to this, viz. the behaviour policies, which though statutory are specific to each school and for which responsibility lies with Principals and LGCs, accountability with Trustees. Trustees and the CEO are similarly accountable and responsible for all non-statutory policies, except where these are specifically devolved to the LGCs (as accountable) and Principals (as responsible) of each academy.

The Trustees have the power to intervene at any level in the event of concerns about the performance of an academy. Trustees can limit or withdraw delegation by special resolution at any time.

In some cases, accountability or responsibility is shared between more than one person or group, but ultimately the Trustees have overall accountability and are held to account by the Members. In the case of the CEO/CFO column, all duties fall to the CEO except those shown as (F), which fall to the CFO; however, as Accounting Officer, the CEO is accountable for responsibilities held by the CFO.

Key:

Responsible: Those people responsible for the task, who ensure that it is done.

Accountable: Those answerable for the correct and thorough completion of the deliverable or task, and who delegates the work to those responsible.

Support: Those who will be asked to have an active part in ensuring that the activity is fulfilled.

Function	Activity		Members	Trustees	CEO/CFO	LGC	Principal
People	1	To secure the statutory appraisal of Principals		A	R		
	2	Maintain accurate and effective and secure employee records		A			R
	3	To secure statutory appraisal of all academy staff		A	A		R
			Members	Trustees	CEO/CFO	LGC	Principal
Structures	1	To determine the scope of central services to be delivered by The Samara Trust to and on behalf of the Trust		A	R		
	2	To identify additional services to be procured on behalf of the Trust		A	R		
	3	To ensure centrally produced services provide value for money		A	R		
	4	To set the times of school sessions and the dates of academy terms and holidays		A	A	S	R
	5	To ensure that the academy is open for (380) sessions in a school year		A		S	R
	6	To consider requests from other schools to join the company		A	R		
			Members		CEO/CFO	LGC	Principal
Ways of working	1	To propose targets for pupil achievement for reporting		A	A	S	R
	2	To agree targets for pupil achievement for reporting		A		A	R
	3	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions		A		S	R
	4	To direct reinstatement of excluded pupils		A	R	S	R
	5	Production of the Academy Improvement Plan		A	S	A	R
	6	Agree the Academy Improvement Plan		A		R	S
	7	To draw up governing documents and any amendments thereafter		A		R	
	8	To appoint (and remove) the chair of an LGC		A		R	
	9	To appoint and dismiss the clerk to the LGC		A	R	S	
	10	To hold a full LGC meeting at least three times in a school year or a meeting of the temporary governing body as often as required.		A		R	

Ways of working (contd)	11	To appoint, remove and actively seek members of the LGC		A		R	
	12	To set up a register of LGC Trustees & Members and staff Personal/business Interests		A	R	S	R
	13	To approve and set up a Governors' Expenses Scheme		A	R	S	
	14	To consider whether or not to exercise the delegation of functions to individuals/committee		A	R	R	
	15	To determine the development needs of governors and put in place an appropriate programme		A	R	R	
	16	To provide to TST, on an annual basis, copies of all current policies and procedures and a schedule for their review, to review and update policies where allocated to the Academy		A	R	R	R
	17	To decide to offer additional activities and to decide what format these should take		A		S	R
	18	To put into place any additional services to be provided		A		S	R
	19	To ensure delivery of services offered		A	R	S	R
	20	To implement the Trust's safeguarding policy		A		S	R
	21	Maintain accurate and effective and secure pupil records in partnership with the LGC		A		S	R
	22	Set monitoring and evaluation cycle		A	R		
	23	Comply with all Data Protection legislation and good practice		A	R		
	24	Assemble data for pupil assessment and other returns		A	A		R
	25	Minutes of Local Governing Committees (LGCs) should be submitted to the Trustees		A		R	
			Members	Trustees	CEO/CFO	LGC	Principal
Education	1	To implement a curriculum policy		A	A	S	R
	2	To prohibit radicalisation, and promote equality and diversity, and tolerance and ensuring the balanced treatment of political issues		A	R	A	R
	3	Ensuring provision of RE in line with the academy's basic curriculum		A	A	A	R
	4	To discharge duties in respect of pupils with special educational needs, disabilities and vulnerable groups		A	A	A	R
	5	Quality of teaching		A	A	A	R
	6	Quality of individual child's education		A	A	A	R
	7	Pupils outcomes		A	A	A	R

	8	To ensure Christian Distinctiveness permeates through the work of our Church of England academies		A	A	A	R
			Members	Trustees	CEO/CFO	LGC	Principal
Board Improvement and Inspection	1	Post-Inspection action plan for Ofsted and SIAMS (if appropriate)		A	A	A	R
			Members	Trustees	CEO/CFO	LGC	Principal
Pupil Wellbeing	1	To ensure that all pupils take part in a daily act of collective worship		A	A	A	R
	2	To ensure provision of free school meals to those pupils meeting the criteria		A		A	R
			Members	Trustees	CEO/CFO	LGC	Principal
Staffing	1	To appoint a principal (through a selection panel) including pre-recruitment checks		A	R	S	
	2	To appoint a Deputy Principal (through a selection panel)		A	R	S	R
	3	To exercise pay discretions		A			R
	4	Establishing disciplinary/capability procedures		A	R		
	5	Dismissal of Principal		A	R	S	
	6	Suspension of Principal		A	R	S	
	7	Ending of suspension of Principal		A	R	S	
	8	Formulation of Employment Policies		A	R		
	9	Formulation of Staff Handbook		A			R
	10	Pre-recruitment checks		A			R
	11	To appoint teachers other than Principals and SLT within the agreed budget plan for the academy		A		S	R
	12	To appoint non-teaching staff within the agreed budget plan for the academy		A		S	R
	13	Appointment of members of SLT		A	R	S	R
	14	Dismissal of staff other than Principals		A	R	S	R
	15	Suspension of staff		A	R	S	R
	16	Ending of suspension of other staff		A	R	S	R
	17	Determining staff complement within agreed budget		A	A	S	R
	18	Determining dismissal payment/early retirement of the Principal		A	R		

	19	Determining dismissal payment/early retirement of others		A	R		
	20	Conduct CEO appraisal		A/R			
	21	Conduct Executive team appraisals		A	R		
	22	Conduct of staff Appraisals		A	A		R
	23	Monitoring of staff wellbeing and workload		A	R	S	R
			Members	Trustees	CEO/CFO	LGC	Principal
Admissions and Organisational Changes	1	Admissions: application decisions		A	R		
	2	If appropriate to appeal against LA directions to admit pupil(s)		A	S	S	R
	3	To publish proposals to change category of school		A	R		
			Members	Trustees	CEO/CFO	LGC	Principal
Control and community use of academy premises	1	To implement a health and safety policy		A	A	S	R
	2	Building insurance and public liability		A	R		
	3	Developing Academy buildings and facilities estate long term strategy or master plan		A	R	S	S
	4	Producing and maintaining building, including developing properly funded maintenance plan		A	R	S	S
	5	To ensure that health and safety regulations are followed		A	A	S	R
	6	Premises security		A	R	S	R
	7	Premises management		A	R	S	R
			Members	Trustees	CEO/CFO	LGC	Principal
Academy Finance	1	To develop and propose the individual Academy budget		A	S		R
	2	To approve the first formal budget plan each financial year		A	R		
	3	To plan, manage and monitor monthly expenditure and financial reports, and identify actual potential items of budget overspend/underspend		A	R (F)		
	4	To approve any amount to be transferred between budget heading and/or likely budget overspends		A	R		
	5	To establish financial decision levels and limits		A	R		
	6	To appoint the internal auditor for the Academy		A	R		
	7	Agreeing miscellaneous financial expenditure outside the agreed budget		A	R		

	8	To enter into additional contracts which exceed the agreed annual budget allocation within limits specified in the Financial Regulations Manual		A	R		
	9	To authorise the acquisition of assets within limits specified in the Financial Regulations Manual		A	R		
	10	To authorise disposal of assets within limits specified in the Financial Regulations Manual		A	R		
	11	To appoint internal and external auditors		A	R		
	12	To make payments within agreed financial limits		A	R		R
	13	To collect income due to the Trust		A	R (F)		R
	14	To maintain proper financial records for the Trust		A	R (F)		
	15	To prepare monthly accounts for the Trust		A	R (F)		
	16	To monitor compliance with approved financial Procedures		A	R (F)		
	17	To develop risk management strategies		A	R (F)		
	18	To decide how to apply Premiums		A		S	R
			Members	Trustees	CEO/CFO	LGC	Principal
Information Sharing	1	To ensure The Samara Trust website is fully compliant		A	R		
	2	To ensure academy website is fully compliant		A	S	A	R
	3	Annual report on the performance of the Trust		A	R		
	4	Annual report on the performance of the Trust published	A/R	A			
			Members	Trustees	CEO/CFO	LGC	Principal
Governance	1	Members appointment and removal	R	A			
	2	Trustees appointment and removal		A			
	3	Role descriptions for trustees, chair, specific roles and committee members		A			
	4	Articles of association agree	R	A			
	5	Committee structures for the Trust		A			
	6	Terms of reference for the Trust		A			
	7	Terms of reference for the LGC		A		R	
	8	Complete skills audit and recruit to fill gaps for LGC, Trustees and Members	A/R	A		R	
	9	Monitor trustee committee member and LGC attendance		A	R		