

Tapton SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

SCHEME OF DELEGATION

Version		amendments	Date approved by Board
1		New Scheme of Delegation with new Articles of Association	2017
2		Updated to highlighted responsibilities for individual sub committees Jan 2018	Jan 2018
3		Updates in line with best practice Clarified role of LGB Reordered	Feb 2020

TSAT Scheme of Delegation. Trust Governance – Roles and Responsibilities

Members	Board of Directors	Sub Committee	Executive Team / Head teacher Board	Advisory Council	Local governing Boards (LGBs)	Head teacher
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Governance - Strategic						
Review and amend the Articles of Association Change the name of the Trust Wind up the Trust	Determine the Vision, Mission, Values and Strategic Direction and Objectives of the Trust together with the MAT improvement strategy.		Deliver the Vision, Mission and Strategy of the Trust through leadership and operations	Provide an bridge between scrutiny of Head teachers and advice to the Board	Uphold and champion the MAT Vision and Values ensuring each School is aligned to this, to Trust Strategic Objectives and improvement strategy.	Uphold and champion the MAT Vision, Mission, Values, Strategic Direction and Objectives by aligning those of the School to those of the Trust
Provide oversight to ensure the governance and strategic delivery by the Trust Board is effective	Approve the Strategic plan including the Trust improvement & growth strategy Hold the CEO and Executive team to account for the performance of the Trust	F&R Committee Monitor the results against the strategy through management accounts and reports on the impact of business cases LE Committee monitor the results against the strategy in terms of performance and quality of learner experience.	Deliver the strategy and support the CEO with reports to the various Board committees	Advise the Board of issues arising in relation to delivery of the Trust improvement plan and additional elements for consideration specifically any arising from local communities or parents.	Review the impact of the improvement strategy at individual School level. Seek views of community stakeholders especially parents to inform Trust Strategy and improvement plan. Monitor the overall performance of the school with specific reference to LGB delegated responsibilities.	Deliver the plan at School level and ensure that any deviations to plan are reported in a timely manner to the Exec Team and LGB. Meeting as a Headteacher Board to co-ordinate and agree the Trust school improvement activity, assess and plan school to school support and undertake reviews and QA
	Approve the due diligence requirements for any school wishing to join the Trust		Executive Team Recommendations to the Board for new schools joining the Trust. Undertake due diligence for any school wishing to join the Trust	Advise the Board on any new school wishing to join the Trust through communication with the local community/school governing Board		

TSAT Scheme of Delegation. Trust Governance – Roles and Responsibilities

Members	Board of Directors	Sub Committee	Executive Team / Head teacher Board	Advisory Council	Local governing Boards (LGBs)	Head teacher
Governance - Structure						
<p>Appoint/dismiss Trustee Directors and Members</p> <p>Be informed of the skills of the Board to ensure the Trustee Directors are effective</p>	<p>Determine committee structure to scrutinise delivery through the Exec Team and ensure alignment / coherence through LGBs.</p> <p>Appoints the sub-committees of the Board and approve the Terms of Reference.</p> <p>Appoint the Company Secretary, CEO (Accounting Officer) and CFO.</p> <p>Elect a Chair and vice Chair annually</p> <p>Ensure LGBs are representative of community and have a balance of skills. Provide oversight of LGB governance</p> <p>Power and responsibility to remove LGB and appoint an Interim Executive Board</p>	<p>RAG to ratified appointments and removal to LGB</p> <p>Rag to review LGB skills audit and identify gaps</p> <p>RAG Self-scrutiny of committee Terms of Reference and annual plan of work by each sub-committee of the Board</p> <p>LE monitor alignment/ coherence of learner experience through LGBs.</p> <p>To fulfil the duties in the terms of reference for the committees and act within the delegated authority set out in this document</p>	<p>Executive Team Attend the various committee meetings/Board meeting as required</p> <p>Appoint clerks to support the various Board committee meetings</p>	<p>Chair of Advisory Council to report to each Board meeting to effectively communicate the independent community voice as expressed through LGBs.</p> <p>Elect a chair of Advisory Committee in accordance with the TOR of the Advisory Council</p> <p>Review skills audit of LGBs prior to review by RAG</p>	<p>Ensure effective communication between the School and the Board through the Advisory Council</p> <p>Appoint and remove LGB members and elect a chair of the LGB according to the TOR for LGBs to be ratified by Trust RAG sub committee</p> <p>Chair to ensure there is an annual skills audit of the LGB and the results of which are reported to the Board.</p> <p>To fulfil the duties in the terms of reference for the LGBs and act within the delegated authority set out in this document</p>	<p>Advertise LGBs vacancies and liaise with community to ensure a representative LGB</p>

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	<p>Receive reports from the sub-committees and the Chair of the AC at all board meetings</p> <p>Scrutinise results and recommendations</p>	<p>All Committees</p> <p>Conduct meetings and report to the Board on the outcomes including any recommendations</p>	<p>Prepare papers for the board for discussion and approval where required</p>	<p>Report to the Board outcomes of schools through Advisory Council with specific reference to LGB delegated responsibilities.</p>		<p>Meet the Exec Team and the Headteacher Board to review the School performance</p> <p>Attend and provide reports to LGB meetings & to CEO</p>
Governance - Compliance						
	<p>Ensure compliance with legislation</p>	<p>RAG committee review changes to legislation as it impacts the Trust and increases risk</p>			<p>Ensure School LGB champion is appointed to each of the following: Safeguarding; SEN; Child Protection; Health and Safety; Data protection; to provide challenge to the Head teacher and comply with Ofsted</p>	
<p>Appoint the external Auditors at the Annual General meeting</p>	<p>Ensure compliance with Funding Agreement</p> <p>Set the Trust reserves policy</p>	<p>F&R</p> <p>Scrutiny of budgets and business cases for additional spend.</p> <p>RAG</p> <p>Review of the reserves policy and review of auditors reports</p>	<p>Ensure budgeting and management reporting is in place to ensure the funding agreement and reserves policy are complied with</p>	<p>Report any financial issues/concerns to the Board to ensure risk is being addressed</p>	<p>Receive reports on the financial status of the School on a regular basis following scrutiny by the Board</p>	<p>Ensure that a balance budget is achievable and implement any significant changes to ensure compliance</p> <p>To prepare business cases for any additional spend in line with the Trust policies.</p>
	<p>Ratify policies approved in sub-committees</p> <p>Ratify the overarching scheme of delegation and</p>	<p>Approve policies which are delegated to the committee. Recommend policies to Board for</p>	<p>Executive Team</p> <p>Advise and support the Board directors on educational and</p>	<p>Raise concerns over policy issues with the Board</p>	<p>Ensure School policies are in place (where there is no overall Trust policy), ensure they are in line with the Trust</p>	<p>Contribute to the amendment and implementation of Trust wide policies as recommended by the</p>

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	delegation of powers to the various sub-committees of the Board and to the Executive team and LGBs/Advisory council including TOR	ratification where required. RAG Approve any governance changes and make recommendations to the Board on the scheme of delegation	legal policy and practice Prepare and ensure legal compliance for all policies submitted to RAG sub-committee		overall policy framework and monitor implementation of School policies including Health and Safety; Child Protection and Data protection	Executive team and Board. Ensure all School specific policies and procedures are appropriate for the School and in line with Trust guidelines
Communications						
	Approval for all the TSAT communications both inside and outside the school boundaries – act as an advocate for the Trust	LE Review effectiveness of LGB processes and plans for community engagement/voice RAG Input to any communications where there is a reputational risk F&R Review Communications strategy	Executive Team Responsible for legal compliance for communications, marketing and data Responsible for communication strategy and its implementation including press coverage	Advise the Board on communications where appropriate from the community voice Ensure the Schools have a communication plan with communities tailored to each school to gather the parent, pupil and community views.	Act as a monitor and conduit for communications with to the community Ensure that systems and procedures for community engagement and for receiving and responding to pupil, parent and staff feedback are in place	Ensure that systems and procedures for community engagement and for receiving and responding to pupil, parent and staff feedback are in place keeping the individuality of the school and local population Ensure web-site is compliant and in line with TSAT values Ensure key communications are coordinated with the Trust Communications Lead, particularly press and media

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Risk Management						
	<p>Ensure a Risk management Framework is in place for all aspects of the Trust's business and operations. Assess the Risk Register level of risks, actions and mitigations</p>	<p>RAG Review the Risk Register, Risk Appetite statement and Internal audit programme to provide evidence of compliance, risk mitigation and internal controls in place</p>	<p>Ensure compliance with all regulatory frameworks, including Ofsted, Charities Commission, EFA and Companies House reporting to the Sub-committees Develop work programmes/actions to mitigate key risks</p> <p>Maintain the Trust risk register with termly updates.</p> <p>Ensure a culture of risk management in the Trust</p>	<p>Advise the Board on any risk & areas of concern from the community in particular around the areas delegation to LGBs</p> <p>Review the Trust risk register each term to ensure it is uptodate and identify any School specific Risks that have changed that the Board need to be aware of.</p> <p>Advise the Board if the risk management culture is not in line with that of the Trust or not appropriate for the School.</p>	<p>Advise the Board (via the Advisory Council) and Headteachers of any new or changes in Risks</p>	<p>Comply with any action plans in the Trust Risk register to close gaps in internal controls</p>
	<p>Ensure that a Disaster Recovery plan is in place and tested on a regular basis at both School and Trust level</p>	<p>RAG Approve the disaster and business continuity policies</p>	<p>Develop, maintain and test the Disaster Recovery and Business Continuity policies</p>	<p>Independently advise the board on areas of concern regarding disaster recovery</p>	<p>Review the testing of the recovery plan and challenge the School regarding internal control risk</p>	<p>Regularly test/review the disaster recovery plan for the School</p>
	<p>Approve insurance arrangements</p>	<p>F&R F&R to approve the insurance contract and retendering</p>	<p>Executive Team Ensure the Trust has an policy to cover key risks</p>	<p>Advise the Board on any non-compliance, significant claims or</p>	<p>Check adherence to insurance requirements for the School</p>	<p>Advise the Executive team of any non-compliance, claims or changes in insurance risk</p>

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				changes in insurance risk		
Members informed of any breaches and issues around adequacy of Board	All directors are data controllers for the purposes of Data Protection Act and GDPR. Any breaches must be notified though the DPO and where relevant the ICO	RAG and F&R Review the level of Data protection through implementation of a Trust IT strategy and policies to mitigate risks Review all breaches of data protection notified to Board	Ensure GDPR and data protection compliance through Trust policies. Ensure a Data Protection Officer (DPO) is in place.	Advise the Board on any areas of concern	Scrutinise the School regarding data protection and compliance Advise the Board of any data breaches or risks	Ensure compliance with Trust data protection policies Maintain accurate and secure pupil record for the School Advise the Executive team and DPO of any data breaches or risks
	Ensure all staff are vetted and gaps in employment fully accounted and screened	RAG Review compliance adherence through assurances and audit	Executive team to ensure DBS in place that is auditable and fit for purpose			School to ensure that DBS checks are in place and carried out prior to unaccompanied employment
	Ensure disclosure of any pecuniary and business interests and oversee its maintenance	RAG Scrutinise the related party/ pecuniary interest register	Maintain the registers of pecuniary interest and related parties and ensure compliance with legislation	Report to the Board any interests	Comply with the requirement to complete register of interests as an LGB member	Put in place a register of interest for employees at the School and report to the Executive team

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School Improvement; Curriculum and Performance						
	Ratify the sub-committee approvals of the curriculum mindful of the obligations of the Trust under the Funding Agreement	LE, F&R Through the LE monitor, review and approve the curriculum and any changes that entails and the F&R with regards to the cost implications. Ensure that the Trust-wide curriculum framework meets the needs of all learners across the Trust.	Executive Team Hold Head teachers to account for the educational performance and learner experience . Setting and reviewing the curriculum having regard to the views of the Trustees and the Trustees obligations to the Secretary of State and ensuring a quality educational provision	Independently advise the Board on curriculum related issues or developments	Overview, review and monitor the learner experience of the school and its pupils ensuring the needs of all learners are met within the agreed Trust curriculum framework.	Deliver educational performance and learner experience at their School
	Ratify Curriculum policy/policies and Trust frameworks.	LE To ensure the Curriculum complies with the Equality Act 2010 and approve the overarching policy. To ensure and monitor that delivery of sex education, RE and collective worship are in line with the Trust policy and legal guidance	To establish a Curriculum Policy that prohibits political indoctrination of learners and ensures balanced treatment of political issues and complies with current legislation and ensures balance for SEN provision and Gifted and Talented learners	To advise on issues to Board on the application of curriculum policy	To oversee the implementation of curriculum policy To ensure and monitor that delivery of sex education and RE are in line with the Trust policy and legal guidance together with the arrangements for collective worship in each Trust school	To implement the Curriculum policy To deliver sex education, RE and collective worship in line with policy and current arrangement of the Trust

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	To set out the Trust improvement strategy	<p>LE To scrutinise through LE sub-committee the success and impact of the Trust improvement strategy taking account of any Ofsted inspection outcome, other external scrutiny or data.</p>	To monitor and set out actions to improve Standards of teaching and attainment through direct/collective intervention together with recourse to Ofsted inspections and achievement of targets	To independently advise the board on issues relating to teaching and attainment	To monitor standards of teaching and attainment for each and every learner in each Trust school.	To be held responsible for individual pupils education; setting targets, monitoring and developing each learner’s achievement Implement improvement plan as set out in any Ofsted report and recommendations
	Ratify LE recommendations on lesson and day timings	<p>LE LE sub-committee to decide school session times taking into account recommended minimum weekly lesson time</p> <p>F&R To consider the budget and value for money implications of curriculum financial planning</p>	To develop and deliver the curriculum model to most effectively deploy teaching staff throughout the day/week	To advise the board on issues from the community with regards to the timing of the academic day	To monitor the delivery of the curriculum model. To monitor arrangements for school visits and residential activities	To deliver the curriculum model for staff and pupils and feedback any issues to the LGBs and Executive team To deliver subject options that should be taught having regard to resources and implement provision for flexibility including activities outside the school day.

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Admissions and Exclusions						
	Ratify the admissions policy of each school	RAG To approve the Admissions policy of each school	To consult annually with the Sheffield Local Authority (LA) and other neighbouring authorities on the school's admission policy	To independently advise the board on issues regarding Admissions policy as the voice of the community	To review the Admissions Policy and Home school Agreement	To adopt the Admissions policy and Home school agreement including working with the LA on admitting learners to the School
	Delegate any admissions number variations and Pupil Admission Numbers (PAN) to the CEO	RAG To review the PAN decision made by the CEO to ensure it meet the obligations to the Secretary of State and implications for the Trust.	To consult with the LA on variations to admission numbers and using this as the basis of the Curriculum Ensure effective arrangements are in place for pupil recruitment CEO to agree the PAN	Advise the board on any Community issues with regards to any increase/decrease in admission numbers	Ensure the School complies with the requirements under the Schools Admissions and Appeals codes Ensure participation in the fair access protocol	To apply the admissions criteria to applications for admissions according to the DfE co-ordinated scheme To attend admissions appeals as necessary
	To ratify the Trust Behaviour principles within the vision and values.	RAG and LE To review and monitor behaviour and attendance policy and the use of exclusions in comparison with local and national data and the effectiveness of related plans to reduce	To support and guide through Behaviour and Attendance Policy(ies) and process all disciplinary matters for learners To annually review the behaviour policy	To independently comment to Board on behaviour issues and the community voice	In line with legislation and guidance hear any exclusions representations and determine outcome To approve, review and monitor the School behaviour policy (within the Trust behaviour	Effectively manage all disciplinary matters in accordance with policy To attend learner exclusion representations To produce the School Behaviour policies

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		exclusions and maximise attendance .	and the use of exclusions in comparison with local and national data To ensure compliance with the exclusions related legal requirements		policy principles) , the use of exclusions and attendance in comparison with local and national data. Ensure necessary plans are in place to reduce all forms of exclusion and maximise attendance in line with Trust objectives and that the implementation and effectiveness are monitored.	

Special Education Needs (SEN) and Disabilities						
	Ratify the SEND policy Appoint a SEND Trustee	RAG/LE Ensure statutory responsibilities for SEND and LAC (Looked after Children) are complied with through assurances at RAG/LE sub committee and through LE links with LGBs. Approve the SEND policy. Ensure the effectiveness of SEND provision .	Fulfil and ensure compliance with responsibilities for SEND and liaise with LA on statutory Maintain compliance with the Trust SEND policy	Independently advise on the community voice with regards to SEND provision	Appoint a LGB member responsible for SEND and inclusion and monitor the application of the Trust SEND policy Ensure compliance with Equalities legislation Monitor and review effectiveness of SEND provision.	Designate a teacher responsible for the co-ordination of SEND provision Determine and publish the SEND policy, information report and Local offer and comply with the Equalities legislation Liaise with the LA regarding pupils who have (or may have) SEND

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Welfare of Children and Young People						
	Ratify Trust Safeguarding Policy	Appoint a safeguarding trustee LE Approve the Safeguarding and child protection policy. Ensure through review and monitoring that the policy and practice is implemented	Develop and implement the Policies to protect children	Independently advise the Board on issues related to safeguarding	Review School information and refer areas of concern to the Board through the Chairs council. Monitor the implementation of Trust policy at individual school level.	Ensure compliance with policies
		RAG Commission audits to be conducted in liaison with the LGBs to ensure compliance with safeguarding (including a safeguarding governor being in place) including use of internal auditors	Ensure arrangements for safeguarding are in place at each School and in line with Trust policy		Appoint a designated LGB member responsible for Safeguarding (can be same person as SEND above)	Appoint a designated employee for Safeguarding (Designated Safeguarding Officer) Looked after children Ensure the single central record is up to date

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Human Resources						
	<p>Ratify committee decisions</p> <p>Delegate responsibilities for staff appointments and the HR function to the Executive</p> <p>Approve Executive team pay</p> <p>Appoints the CEO and CFO in accordance with the EFA Financial Handbook</p>	<p>RAG Approve the staffing structure of the Executive team and their delegated responsibilities; Job descriptions and reporting lines</p> <p>F&R & RAG To review and approve Executive team staffing recommendations</p> <p>Advise the Board on the adequacy and effectiveness of the Human Resources systems and frameworks</p> <p>Review HR reporting – such as recruitment, retention, absence , staff surveys</p>	<p>Executive Team Develop Trust reporting and performance management lines</p> <p>Ensure effective engagement with the LGBs with regards to staffing of Schools</p> <p>Ensure compliance with the pay policy</p>	<p>Independently advise the Board on issues regarding staffing appointments</p>	<p>Engage with the CEO on the appointment of the Head teacher/Head of School/Principal</p> <p>Each LGB must constitute a Pay Matters committee and comply with the Trust Pay policy</p>	<p>In consultation with the CEO and Executive regarding curriculum determine the School’s staffing structure in a balanced budget</p>
	<p>Ensure policies comply to current legislation, EFA rules and Finance Handbook</p>	<p>RAG and F&R Approve at RAG and F&R any employment and staffing policies and procedures</p>	<p>Executive Team Advise and develop the Trust HR policies and ensure their effective implementation and legal compliance</p>	<p>Independently advise the Board on any School specific issues regarding HR policies</p>	<p>Ensure effective implementation of Trust policies</p>	<p>Ensure compliance with Trust HR policies</p>

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	Ratify the decisions of the sub-committees	<p>F&R & RAG F&R to approve any key appointments /suspensions and dismissals including any that require EFA approval with regards to severance</p> <p>RAG/F&R to approve any key early retirement options and cost/quality impact</p>	<p>Executive Team Appoint, suspend and dismiss Staff including Head teacher/Head of schools in line with Trust policies</p> <p>Approve applications for early retirement</p> <p>Highlight key risks to the RAG committee</p> <p>Ensure accurate and secure staff records</p>		<p>Contribute to Performance Management, Capability and Disciplinary policies</p> <p>Support the CEO in the performance review of the Head teacher/Head of School.</p> <p>To hear appeals made by staff</p> <p>Chair of LGB to provide an independent voice with regards to any appointment, suspension and dismissal of Head teacher/Heads of school</p>	<p>Appoint, suspend or dismiss staff in line with Trust policies</p> <p>Carry out performance management in line with Trust policies</p> <p>Decide on applications for secondment and leave of absence</p> <p>To manage the annual salary review, including progression</p> <p>Ensure accurate and secure staff records</p>
			To consult/negotiate with Unions, staff and professional associations ensuring effective communications are in place	Independently advise the Board on any staffing issues as the voice of the Community	Review any School reputational damage in light of any staffing changes to be made	Implement with the Executive team any initiatives that may include redundancy/dismissal and ensure that they are within the EFA reporting guidelines

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Finance						
Ensure the solvency of the Company through scrutiny of the Board , the Annual accounts and audit reports	<p>Ensures the financial probity of the Trust</p> <p>Approve the budget for submission to the EFA</p> <p>Approve the reserves and investment policies of the Trust</p> <p>Where appropriate set up a separate Trading subsidiary Chair to review the CEO expenses after approval by the CFO</p>	<p>F&R ensures that financial controls and systems are in place to accurately monitor and report on the finances against the budget</p> <p>F&R provides scrutiny of the budget</p> <p>RAG ensures internal controls are in place</p> <p>F&R approve the finance policies</p>	<p>Executive Team CEO is the Accounting officer (AO)</p> <p>Prepare budgets with Head teachers and submit to the EFA</p> <p>Prepare management accounts for Board</p> <p>CFO to ensure adequate risk & , financial management, systems and policies are place</p>	Provides independent advice to the Board on financial probity financial decision making at local level.	<p>Provides challenge to Headteacher to ensure deployment of financial resource best fits the needs of the whole school within the framework of Trust financial controls.</p> <p>To scrutinise in detail the use and impact of restricted funds for Pupil premium, SEND, sports grant, and other restricted government grants.</p>	<p>Implements strong budgetary control and business cases prepared for any changes to budget forecast</p> <p>Provides explanations for any variances to budget</p>
	Adopt the Trust procurement policy as set out in the Standing Financial Instructions (SFI)	<p>RAG Advise the Board on the adequacy and effectiveness of the finance systems, including the SFI and EFA Financial Handbook, through audits</p> <p>F&R Approves the standing financial instructions including policy on procurement, tendering</p>	<p>Executive Team Provides SFI to ensure compliance to legislation including EFA/HMRC/Companies House/Pensions</p> <p>To ensure value for money and efficient ways of working including centralisation of services where relevant</p>			<p>Ensures Trust finance procedures and SFI are followed including compliance with budget holder delegations, purchase approval levels and procurement requirements..</p> <p>Approves staff expenses</p> <p>Provide Executive team with details of any service under review to</p>

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		and the delegated levels of authority				enable consideration of Trust wide procurement
<p>Appoint the auditors at the AGM</p> <p>Adopt the annual accounts at the AGM</p>	<p>Tender the audit as required</p> <p>Board approve the accounts</p> <p>Board to ensure proper books of account through delegated authority to RAG.</p> <p>Receive monthly management accounts</p>	<p>F&R and RAG</p> <p>RAG receives internal and external audit reports & meets annually with auditors</p> <p>RAG & F&R review the annual report and accounts and recommend approval to Board</p> <p>F&R to ensure financial statements comply with legislation and standards</p>	<p>Executive Team</p> <p>Produce monthly management accounts with variance analysis and challenge to Head teachers for any cost over/under run</p>			Ensures access to all records for audit review of internal and financial controls
	<p>To delegate operation of the Bank accounts to the CEO</p> <p>To approve opening of Bank accounts</p> <p>To approve business cases and contracts in line with the levels of authority set out in the Standing Financial Instructions</p> <p>To approve the investment policy</p>	<p>Ensure adequate control in place over cash and bank. To be achieved through audits and management reporting on bank and cash balances</p> <p>To approve business cases and contracts inline with the levels of authority set out in the Standing Financial Instructions</p>	<p>Ensure that finance policies and control is adequately managed over signatories and payment approvers</p> <p>To approve business cases and contracts in line with the levels of authority set out in the Standing Financial Instructions</p>			Comply with finance policies and controls over authorised signatories and payment approvers.

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		RAG to review the investment policy				

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Facilities, Catering, IT, Capital and Estates;						
	<p>Ratify the Capital bids as part of the annual Capital Grant process</p> <p>Approve any sale or purchase of Land or Buildings</p>	<p>F&R To consider/approve and make recommendations to Board on Capital spend ensuring in accordance with the medium and long term plans</p> <p>Advise the Board on Purchase or sales of Land and Buildings</p> <p>RAG Ensure compliance with grants</p>	<p>Executive Team Ensure Capital projects are reviewed by the CFO and Executive team to fit with Trust priorities</p> <p>Ensure a long term programme of capital & repairs and maintenance is in place</p>		<p>Provides challenge to Headteacher to ensure deployment of Capital financial resource best fits the needs of the whole school within the framework of Trust financial controls.</p>	<p>Bid for capital works in line with Trust policy; use of Devolved capital agreed with Executive team within the budget.</p>
	<p>Ensure the Trust is sustainable and operates effectively to achieve the Strategic aims</p> <p>Ensure the Trust is legally compliant in its Operations</p>	<p>Ensure the assets are used in the most cost effective manner</p> <p>Advise the Board on the adequacy and effectiveness of the IT, Facilities and Catering systems and frameworks</p> <p>Review IT strategy and reports on information security, capital plans and data protection</p>	<p>Ensure the Trust complies with IT, Facilities, H&S, Catering and Facilities legislation.</p> <p>Ensure adequate policies are in place and are applied consistently to meet the legislative and best practice requirements</p>			<p>Compliance with Trust policies and procedures</p>

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		Review facilities reporting – health & safety, buildings, capital plans				

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