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Charles Darwin Academy Trust Scheme of Delegation 2021

	MEMBERS	TRUST						INDIVIDUAL ACADEMIES		Notes				
		Trust Board	Finance	Audit and Risk	Personnel	CEO	CFO	LGB	Academy HT					
Structure														
Appointment(and removal) of trustees	R	A								articles para 50-67				
Ensure trust operates within terms of its funding agreement	R	D	A											
Ensure trust operates in accordance with its charitable objectives	R	D	A											
Ensures trust is solvent	R	D												
Call a general meeting	R	R								articles para 20				
Remove and appoint new Members	R	A								articles para 12-18				
To appoint and remove Chair and Vice Chair of Trustees		R								articles para 82-92				
To appoint the Academy Trustees		R								Final approval of the Chair of Governors as Academy Directors lies with the Board - article 51				
To appoint and dismiss the clerk to the trust board		R								articles para 81				
To appoint and remove co-opted Trustees		R								articles para 58				
Self Evaluation and Strategic Direction														
Setting the values, vision and strategic aims for the Trust		R												
Developing a format for each academy's SDP						A		R	D					
Developing a format for each academy's SEF						A		R	D					
Quality assuring self-evaluation processes for each academy		R				D		A						
Quality assuring the SDPs for each academy		R				D		A						
School improvement		R				A		D						
Securing the best possible outcomes for every pupil in the academy		R				A		D						

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Financial and Operational Management														
Appointment of the Chief Financial Officer		R	A			A								
Approving financial procedures in accordance with legal and DfE requirements and best practice		R	D											
Ensuring that the financial procedures are implemented effectively		R	D											
Maintaining accurate, reconciled and up to date records to provide financial and statistical information			R				D							
Establishing and maintaining asset registers in accordance with financial procedures			R					D						
Ensuring that any disposal of assets complies with the financial procedures			R					A						
Maintaining a register or pecuniary and business interests of governors and staff		R	A					D		Delegation LGB and school staff only				
Establishing and maintaining procedures for effective audit in accordance with legal and DfE requirements		R		D										
Receiving reports from audit inspections and the resulting Action Plan		R		D										
Ensuring appropriate insurance arrangements in accordance with the financial procedures		R	D											
To approve the first formal budget plan each financial year in accordance with DfE timeframes		R	D			A		A	A	LGB constructs budget for own school				
To monitor, review, and amend as necessary, the Trust's actual financial performance throughout the year		R	D											
Ensuring all transfers between budget headings (virements) comply with the financial procedures		R	D											
Establishing and implementing procedures for staff and trustees to claim expenses			R					D		for school staff only.				
Approving a lettings policy and fees		R	D			A		A		Trust policy only LGB's detail and charges				
Ensuring that any writing off of debts complies with the financial procedures		R	D											
Ensuring that all procurement processes and resulting contracts and agreements conform with the financial procedures		R	D											
Ensuring payments on receipt of correct invoices where goods have been received to the correct price, quantity and quality standard			R				D							
Retaining the appropriate financial records, and storing them appropriately, to comply with legal and / or DfE requirements		R					D							

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Approving applications for Business / Credit Cards		R	D											
Complying with VAT and CIT regulations		R	D											
To investigate financial irregularities (not involving the Headteacher)				R		D								
To investigate financial irregularities (involving the Headteacher)		R		A										
To establish and implement a Buildings Maintenance strategy		R						D						
To ensure compliance with Health and Safety legislation		R						D						
To set the academy day and year		R				A		A	A					
Governance														
To appoint a Committee		R				A								
To appoint and dismiss the clerk to a Committee		R				A		A						includes Local Governing Body article 100
To decide to appoint separate LGB's		R				A								articles para 100
To determine the constitution , membership and proceedings of any Committee		R				A		A						article 101
To establish, approve Terms of Reference for committees		R				A		A						
To review at least annually the committee structure and any delegated powers		R				A		A						
To approve the Scheme of Delegation		R				A		A						
To approve the Financial Regulations and Procedures		R	D					D						delegation at LGB limited to procedures
To approve the safeguarding policies and procedures for the Trust		R						D						delegation limited to procedures
To approve the Health and Safety policies and procedures for the Trust		R						D						delegation limited to procedures
To approve and circulate the Annual Report & Financial Statements		R	A											
HR/Staffing														

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		Trust Board	Finance	Audit and Risk	Personnel	CEO	CFO	LGB	Academy HT					
To ensure that individual school's staffing structure is maintained within budget		R	A		A	A		A						
Establish and ensure accurate payroll management		R	A						D					
Decisions relating to Upper pay scale (UPS) progression								R	D					
Appoint the Headteachers		R				A		A						
Appoint staff who directly report to the Headteacher														
Senior staff :leadership scale - 2 governors involved		A			A	A		R	D	Normally Deputy and Assistant heads, PA, Finance officer				
staff TLR less than or equal to 2 B								A	R					
Staff TLR 2 C and above LGB governor involvement necessary (one governors)								R	D					
Performance management of the Headteachers (including salary)		R				A		A						
Approve the commencement of recruitment for posts other than the Headteacher and direct reportees to the HT that are within the approved staffing			A		A	A		R	D					
Appoint other support staff						A		A	R					
Approve HR policies		R			A									
Implement, monitor, review and propose amendments to the HR policies		R			A									
Suspend or dismiss the Headteacher(s)		R						A						
Suspend staff (besides the Headteacher)		R			A	A			D	action subject to trust approval				
Dismiss staff (besides the Headteacher)		R			A	A			D	action subject to trust approval				
Approve any leaving payments (redundancy, dismissal, early retirement) in accordance with		R	A		A	A								
To exclude a pupil (fixed term or permanently)						A			R					
To consult on and determine an admissions policy for the academy		R						A						

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To ensure that the curriculum complies with the legal and Funding Agreement requirements								R	D					
To receive any external assessments of academy performance and any associated Action Plan		R				A		A						
To ensure the provision of free school meals to eligible pupils								R	D					
To adopt, implement and review any home – academy agreements						A		R	D					
To approve the curriculum		A				A		R	D					