

R = Responsible
D = Delegated
A = Advisory

Charles Darwin Academy Trust Scheme of Delegation 2020

	MEMBERS	TRUST					INDIVIDUAL ACADEMIES		Notes					
		Trust Board	Finance and Audit	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 Directors		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 Directors		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							

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Securing the best possible outcomes for every pupil in the academy		R			A		D		
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 of 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	LGB constructs budget for own school	
To monitor, review, and amend as necessary, the Trust's actual financial performance throughout the financial 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			A		D	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						

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		Trust Board	Finance and Audit	Personnel	CEO	CFO	LGB	Academy HT						
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 /		R						D						
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									includes Local Governing Body article 100
To appoint and dismiss the clerk to a Committee		R			A			A						
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

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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															
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							
Appoint the Headteachers		R			A			A							
Appoint staff who directly report to the Headteacher		R		A	A			R	D		Normally Deputy and Assistant heads, PA, Finance officer				
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	R	A			A	D						
Appoint other teaching staff					A			R	D		assuming an approved structure or authorised by trustees				
Appoint other support staff					A			R	D						
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						

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To consult on and determine an admissions policy for the academy		R						A						
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					