

Scheme of Delegation

Approved By	N/A	Date:	N/A
Author	Chief Executive Officer	Date:	01/09/2025
Board Ratification	Trust Board	Date:	24/10/2025
Last reviewed on:	24/10/2025		
Next review due by:	24/10/2026		

1. The Scheme

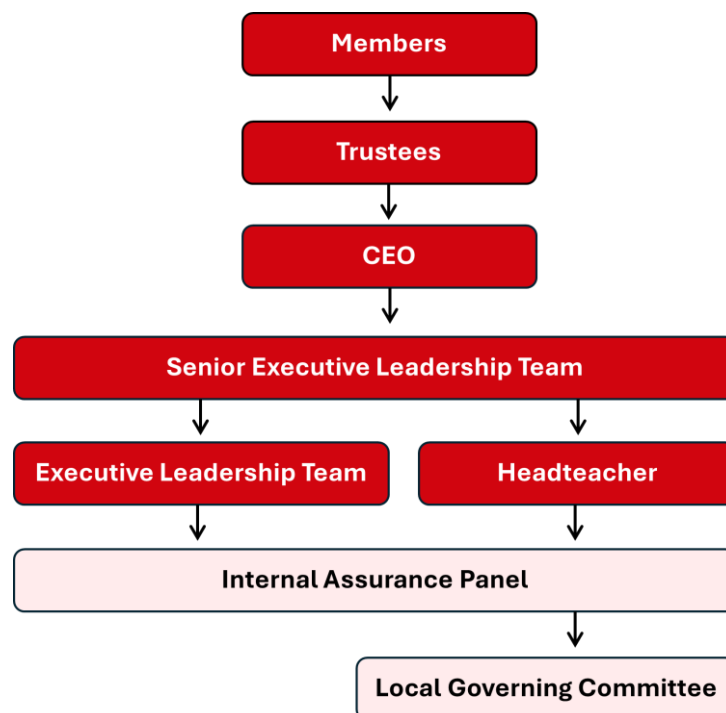
This document sets out the Scheme of Delegation for the Trust.

This Scheme shall be reviewed annually by the Board and published on the Trust's website. Material amendments to the Scheme agreed by the Board during the year shall be annotated and incorporated into the Scheme by the Governance Professional.

The Governance Professional is authorised to make non-material and/or minor amendments to the Scheme consequent on material amendments agreed by the Board and / or minor amendments agreed by Committees and any change to job titles or job roles as approved by the Executive Director/Trust Board.

2. Company and Governance Structure

All academies within the Trust are governed by the Trust Board.



Our structure is designed to support school making decisions as quickly as possible but with the appropriate safeguards to support all stakeholders in the trust, most importantly the children that are educated in it.

Our collaborative approach ensures tiers of scrutiny and quality assurance underpin all decision making. This is fundamental to our ethos and essential in our efforts to change lives.

3. The Trust

The Trust has entered into a Funding Agreement with the Department for Education (DfE).

The Trust is responsible for ensuring that the company fulfils its statutory objectives, general functions and duties and appropriately exercises the legal powers vested in it, under the Charities Act 2011 and other legislation. The Trust is ultimately responsible to:

- the Members of the Trust – for overall performance, conduct and effective governance. Members of the Trust may at any time, through their Member Board, review and/or make amendments to the Governance Structure of the Trust.
- the DfE in relation to compliance with the Funding Agreements and the requirements of the Academy Trust Handbook.

4. The Scheme of Delegation (“the Scheme”): Context

The Trust Board (“the Board”) is the Governing Body of Respect Collaboration Academy Trust. The Board has full authority and responsibility for:

- setting strategic direction and policy governing all aspects of Trust activity. This includes strategic oversight, vision and planning for the Trust, oversight and determination of the organisational structure and of the performance and standards of each Academy and determination and oversight of the extent of provision of central services for schools; and
- governance and compliance (including the arrangements for self-evaluation of effectiveness), probity and financial management (including investment, audit and identification and management of risk), contractual relationships, management of estates and infrastructure and human resource management (as employer this includes the terms and conditions of service of all staff and related policy and procedures).

In accordance with Clause 105 of the Articles of Association of the Trust, the Board has delegated the power to carry out many of these responsibilities to Committees or, through the Chief Executive, to the Executive Team, other Senior Staff and Headteachers. This document sets out the Scheme of Delegation approved by the Board (“the Scheme”).

4.1 General Principles of the Scheme

1. All references in this Scheme to “the Board” mean the Trust Board.
2. The Trust Board has overall responsibility and ultimate decision-making authority for all the operations of the Trust, including establishment, performance and maintenance of academies. The Board retains ultimate responsibility for all the powers and responsibilities that it has delegated and receives reports on actions and key powers exercised on its behalf. The Board may at any time withdraw or vary any delegation and request additional reports/explanation on the exercise of delegated actions and powers.
3. Subject to the direction of the Board, there shall be two tiers of Governance (i.e. the Board and its Committees (including Local Governing Committees))

and the Executive Leadership Team (ELT)). There shall be no duplication of governance between the two tiers. Governance shall be as close as possible to the point of impact of decision-making. The relationship between the Board, Board Committees (including Local Boards) and EMT is characterised as a partnership to realise a common vision and common purpose.

4.2 Board Chair and Chairs of Committees and Local Governing Committees

1. The Board appoints a Chair and Vice-Chair at the first meeting in each academic year. Similarly, each Committee elects a Chair and Vice Chair at the first meeting of each academic year. All Chairs (including the Chair of the Board) shall have the power, following consultation with the Chief Executive or his/her nominee, to act on any urgent matter within the remit of their Committee that may arise between scheduled meetings and where, in the view of the Chief Executive (or his/her nominee) delay in making that decision would seriously impede the business of the Trust.
2. The power of a Chair to act may include taking an action, consulting with members of the Board/Committee by correspondence or calling a special meeting. All such decisions shall be reported to the next meeting of the Board or the Committee as appropriate.
3. Local Governing Committees are appointed by the Board. Whilst Local Boards elect their Chair and Vice-Chair, the confirmation of the Trust Board to the initial appointment of those elected is required.

4.3 Principles of Delegation

1. Those to whom delegations have been granted (including Committees) are ultimately accountable to the Board.
2. Delegation of power(s) to any individual does not obviate the need for consultation with colleagues as appropriate.
3. All delegated functions must be exercised in accordance within the established policies and procedures, budgetary and financial and legal constraints of the Trust.
4. Those to whom delegations have been granted (including Committees) may elect not to exercise their delegation but to refer any matter to the Board (or in the case of the Executive and other members of staff, to the Chief Executive) if in their judgement, the complexity or risk associated with any matter merits this.
5. Issues regarded as novelty or potentially precedent setting shall be referred to the Board for consideration and decision. (For example, where an issue may become a 'test case' or, in the view of the Chief Executive, is likely to be controversial or contentious. This includes issues that may risk potential damage to reputation/public trust and confidence, key relationships and /or that may have a personal impact on Board Members and/or on senior members of staff).
6. The Scheme is not intended as an exhaustive list of all aspects of Trust activity but aims to set out the salient powers.

4.4 Establishment of and procedures relating to Committees

1. The Constitution, Membership, terms of reference and delegations to all Board Committees shall be determined and reviewed annually (or such other frequency as may be agreed) by the Board.
2. Any member of the Board who is not a member of a Committee shall have the right to attend any meeting of any Committee, and at the discretion of the Chair, to speak on any matter included on the agenda.
3. The Chair of the Board or of a Committee may, through the Governance Professional or Committee, call a special meeting of the Board/Committee at any time, provided the purpose of the meeting is specified in the agenda for the meeting.
4. The Governance Professional to Board Committees (including LGC's) shall:
 - Consult with the Chair of the Board/Committee on the content of the agenda for meetings.
 - Ensure that the agenda and papers for meetings are sent to members of the Board/Committee a minimum of seven days before the day of the meeting.
 - Ensure that minutes of all meetings are prepared in a timely manner and approved by the Chair prior to circulation to Board/Committee members. (Following approval by the Chair, minutes shall be posted on TTG so as to be available to all Board/Committee members and shall also be submitted to the next available meeting of the Board/Committee for noting/approval and signature by the Chair. The Minutes of all Committees (other than LGC's) shall be submitted in full to the Board.
 - Agree, in consultation with EMT and Chairs, an annual programme of meetings for the Board and its Committees, together with supporting annual business plans.

5. Decision Making Matrix

√: Action to be undertaken at this level

A: Provide advice and support to those accountable for decision making

U: Updated

<>: Direction of advice and support

6. Scheme of Delegation

People

	Members	Trust Board	CEO	Senior Executive Team	Executive Leadership Team	Local Governing Body	Headteachers
Members: Appointment/Removal	✓						
Trustees: Appointment/Removal	✓	✓					
Role Descriptions for Members	✓		<A				
Role descriptions for trustees/chair/ specific roles/committee/council members: agree		✓	<A				
Board committee chairs: Appointment/Removal		✓	<A				
School committee/council chairs: Appointment/Removal		✓	<A				
Clerk to board: Appointment/Removal		✓					
Clerk to local governing board		✓	<A>	<A		<A✓	

Systems and Structure

	Members	Trust Board	CEO	Senior Executive Team	Executive Leadership Team	Local Governing Body	Headteachers
Articles of Association: Review and Agree	✓	<A	<A				
Governance structure (committees) for the trust; Establish and Review		✓	<A				
Terms of reference for board committees and scheme of delegation for committees: Annual Agreement		✓	<A				
Skills Audit: completion and recruitment to gaps		✓	<A>			✓	A
Annual self review of trust board and committees: complete annually		✓	<A>				
Annual self-review of local governing body: complete annually		✓	<A>			✓	
Chair's performance: carry out 360 review periodically		✓				✓	
Trustee / local governor contribution: review annually		✓				✓	
Succession: planning		✓	<A>			✓	A

Annual schedule of business for trust board: agree		✓	<A				
Annual schedule of business for local governing body: agree			A>			✓	A

Reporting

	Members	Trust Board	CEO	Senior Executive Team	Executive Leadership Team	Local Governing Body	Headteachers
Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓	<A	<A>	<A>	✓	<A
Annual report on performance of the trust: submit to members and publish		✓	<A				
Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A	<A	<A		
Annual report work of local governing body: submit to trust and publish				A>	A>	✓	<A

Holding to Account

	Members	Trust Board	CEO	Senior Executive Team	Executive Leadership Team	Local Governing Body	Headteachers
Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	<A>	<A>	<A>	✓	<A
Reporting arrangements for progress on key school improvement priorities: agree			✓	<A	<A		<A
Performance management of the Chief Executive Officer: undertake		✓					
Performance management of Headteacher: undertake			A>	✓		<A	
Performance management of central executive team: undertake			✓	✓			
Performance management of SLT: undertake				A>	A>		✓

Performance management of teachers and support staff: undertake (Delegated)				A>	A>√		√
Performance management of central trust staff: undertake			A>	A>	√		
Performance management of senior trust leads: undertake			√	√			
Trustee monitoring: agree arrangements		√	<A				
Local Governing Body monitoring: agree arrangements		√	√	√		<A	<A
Approval and signature of all settlements		√	√	<A			
Approval of suspension of all staff*		√	√	<A	<A		<A
Approval of suspension of CEO		√					
Data Protection		√	<A	<A	<A	<A	<A

Ensuring Financial Probity

	Members	Trust Board	CEO	Senior Executive Team	Executive Leadership Team	Local Governing Body	Headteachers
Appoint Chief financial officer for delivery of trusts detailed accounting processes		√	<A	<A	<A		
Trust's scheme of financial delegation: establish and review		√	<A	<A	<A		
External/internal auditors' report: receive and respond		√	<A	<A	<A		<A
Budget Forecast: Submission of consolidated Budget Forecast by 31 July for the following financial year including capital projects		√	<A	<A	<A		<A
Disposal of assets (subject to ESFA Limits)				A>	√		<A
Authority to write off bad debts (subject to ESFA Limits)			√	<A	<A		<A
Related Party Transactions		√	<A	<A	<A		<A
Pupil Provision			A>	√	√	<A>	√
CEO pay award: agree		√					
Headteacher, SLT and Central Executive Team pay award: agree			√	<A	<A	<A	
Teacher pay award: agree		√	A>	√	√		√

Support staff pay progression award: agree			A>	A>	A>√		√
Staff appraisal procedure and pay progression: review and agree			A>	√	<A		<A
Benchmarking and trust wide value for money: ensure robustness		√	<A	<A	<A	√	
Benchmarking and school value for money: ensure robustness		√	<A	<A	<A	√	A
Develop trust wide procurement strategies and efficiency savings programme			√	√	√		
Review and approve trust wide procurement strategies and efficiency savings programme		√	<A	<A	<A		
Premises Maintenance Programme			A>	A>	√		<A
School Health and Safety			A>	A>	√	<A>	√
Legal Claims		A>	√	<A	<A		<A

Human Resources

	Members	Trust Board	CEO	Senior Executive Team	Executive Leadership Team	Local Governing Body	Headteachers
Recruitment of CEO		√		<A	<A		<A
Recruitment of Headteacher and Central Executive Team			√	<A	<A	<A	
Recruitment of SLT			A>	√	√		√
Recruitment of Teachers					A>√		√
Recruitment of Support Staff					A>√		√
Recruitment of Senior Trust Staff		A>	√	<A	<A		<A
Recruitment of Central Support Staff			A>	A>	√		<A
Staff Pay award appeals		√	<A				
Disciplinary Hearing: CEO		√					
Disciplinary Hearing: Headteacher		√	√	√		√	
Disciplinary Hearing: SLT			A>	A>	√		√
Disciplinary Hearing: teacher and support staff				√	<A>√		√
Disciplinary Hearing: Central Executive Team		√	√	√			
Disciplinary Hearing: Central Trust Staff			A>	√	√		<A

Formal hearings for grievances: CEO		✓					
Formal hearings for grievances: Headteacher				✓	✓	✓	
Formal hearings for grievances: SLT				✓	✓		✓
Formal hearings for grievances: Teacher and support staff			A>	A>	✓		✓
Formal hearings for grievances: Central Executive Team			✓	✓			
Formal hearings for grievance: Central trust staff				✓	✓		
Staff Appeals: CEO		✓					
Staff Appeals: Headteacher		✓	✓				
Staff Appeals: SLT			✓	✓			✓
Staff Appeals: Teacher and support staff			✓	✓	✓		✓
Staff Appeals: Central Executive Team		✓	✓				
Staff Appeals: Central Trust Staff			✓	✓			
Formal Absence and Capability: final stage <i>N.B. Stage 1 & 2 Meetings: Undertaken by the appropriate Line Manager/SLT member</i>				✓	✓		✓