

## **Governance and Accountability: Scheme of Delegation**

<b>This document has been approved for operation within:</b>	All Trust Establishments
<b>Date effective from</b>	September 2025
<b>Review period</b>	Annual
<b>Approved by</b>	EPT Board of Directors

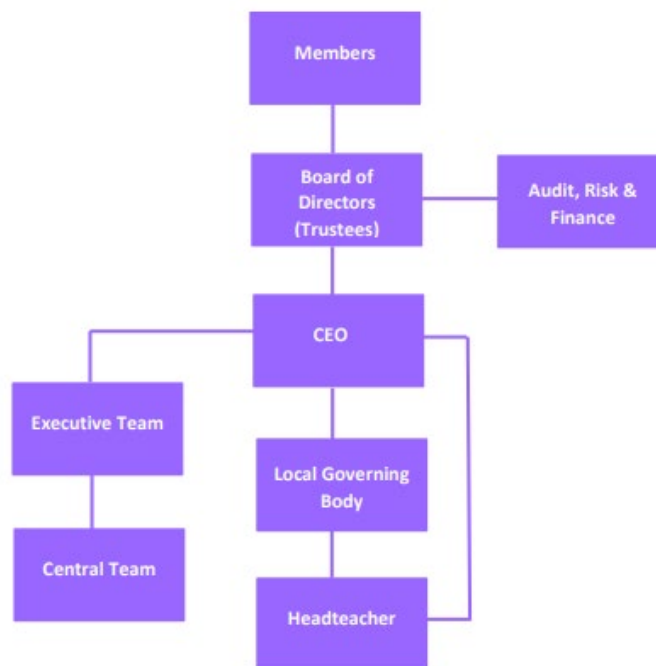
This Scheme of Delegation identifies the key decision-making authorities for schools within the Education Partnership Trust. It determines the functions undertaken by the Board of Directors and those which have been delegated to the CEO/Central Team, Local Governing Bodies and Headteachers.

The Scheme of Delegation applies to all schools, this delegation is based upon the quality of governance and management and a school's performance being at an acceptable level. The delegation has been developed to be compliant with the Articles of the Trust and the Department for Education (DfE) Academy Trust Governance Guide and Academy Trust Handbook. It will be reviewed and updated annually and as required to reflect changes to the law and education policy. Where performance is judged to be insufficient, then the Board of Directors will revoke powers from Schools and their Local Governing Bodies.

The Board of Directors can delegate identified functions to a committee as indicated in the Governance Structure and Scheme of Delegation. Where decisions have been delegated, they must be reported back to the Board of Directors at the next meeting. Where there is a specific need for a decision to be taken, and a time imperative precludes awaiting the next Board meeting, action may be agreed with the Board of Directors' Chair. This must be reported to the Board of Directors at the next meeting.

It is essential that a Headteacher has sufficient powers to manage effectively on a day-to-day basis. The Board of Directors delegates general responsibility to manage financial commitments and expenditure in accordance with the approved budget plan and financial regulations. Where there is a shared responsibility for decision making between the Trust and its schools, the Trust has the ultimate responsibility.

## Governance Structure



## Scheme of Delegation

*This framework uses the following letters to denote roles regarding key functions:*

- R denotes responsibility: ultimate approval or decision-making body
- C denotes a consultative role prior to sign off: views should be actively sought and considered prior to a decision. This should be detailed within any report
- O denotes an oversight role to ensure a function is undertaken in line with policy or procedure
- A denotes an advisory role: provides guidance or opinions to assist decision-making



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
<b>VISION, VALUES AND STRATEGY</b>					
Establishing the Trust's Vision and Values	R		A		
Ensuring the Trust's conduct is in line with it's Vision and Values	R		A		
Approving and monitoring delivery of the Trust's Strategic Plan	R		C		
Approving the expansion of the Trust, including applications to open new schools and the sponsorship of additional schools	R		C		
<b>GOVERNANCE</b>					
Approving the Scheme of Delegation	R		C		
Approving the Terms of Reference for Local Governing Body and Committees	R		A		
Holding the executive leaders to account for the educational performance of the organisation and its pupils	R				
Overseeing the financial performance of the organisation and making sure its money is well spent	R	C			
Holding the Headteacher to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff			R	C	
Approving Statutory and Trust policies	R		C		
Approving school-level policies in line with Trust guidance			O	R	A
Approving a Risk Management Framework and Register	R	C	C		
Review the Trust Risk Register termly	O	R	C		
Approving a Business Continuity and Emergency Response Framework		R	C		
Maintaining a Business Continuity and Emergency Response Plan (BCERP), and review at least annually		O	R		



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Maintaining a school business continuity plan in accordance with the Trust's framework			O	O	R
Reviewing and monitoring the annual statement of assurance		R	C		
Appointing and removing the Trust- appointed members of the Local Governing Body			R		
Managing the elections for the appointment of Parent and Staff members of the Local Governing Body			A		R
Appointing and removing the Chair of the Local Governing Body			R		
Appointing and removing the Vice-Chair of the Local Governing Body			C	R	
Appointing the Governance Professional	R		C		
Appointing Lead Governors in line with Trust guidance				R	
Setting the model agenda and frequency of meetings of the Local Governing Body			R	C	
Adapting the model agenda for Local Governing Body meetings			R	C	C
Conducting meetings of the Local Governing Body in accordance with the Academy Trust Governance Guide			O	R	
Maintaining a Register of Business Interests for the Trust			R		
Maintaining a Register of Business Interests for the Local Governing Body			R		
Appointing External Auditors	R	C	A		
Monitoring the reports of the External Auditor and ensuring implementation of actions		O	R		
Appointing Internal Auditors		R	A		
Monitoring the reports of Internal Auditors and ensuring implementation of actions		R	A		



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Approving an Equalities Framework to ensure compliance with legislation	R		C		
Appointing the Chief Executive Officer as the Accounting Officer to be accountable to the Board for the performance of the Trust	R				
Appointing the Chief Financial Officer	R		C		
Approve the Internal Audit Strategy and Annual Internal Audit Plan		R	A		
Approving Significant Changes applications for DfE submission	R		C	A	A
Approving off-site educational visits				R	C
<b>FINANCIAL MANAGEMENT</b>					
Approving a balanced budget for the Trust	R	C	A		
Ensuring financial sustainability to operate as a going concern	R	C	A		
Approving financial allocation to schools	R	C	A		
Approving individual school budgets			R	C	A
Challenge pupil number estimates that underpin revenue projections on a termly basis			R		
Approving DfE Financial Returns	C		R		
Monthly management accounts circulated to directors			R		
Monitoring monthly income and expenditure			R		R
Monitoring termly income and expenditure to ensure financial viability			R		R
Approving the written Scheme of Delegation for financial powers		R	A		
Approving the Trust's Charging and Remissions policy	R	C	A		

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Agreeing local charges in accordance with the Trust's Charging and Remissions policy			C		R
To prepare and publish the annual report and accounts in accordance with the accounting framework		O	R		
Trust's financial handbook: establish, monitor and review		O	R		
Approving Trust financial statements	R	C	A		
Approving the intended use of surplus school balances		R	C		A
Ensuring at least one Director has specific, relevant skills and financial experience	R		A		
Approving EPT Financial Handbook and Scheme of Delegation		R	A		
Preparation of Trust financial statements in line with accounting standards		O	R		
Approving audited Trust Accounts submitted to DfE and Companies House deadline	R	C	A		
Transactions requiring DfE notification or approval <ul style="list-style-type: none"> <li>- Indemnities not in the normal course of business</li> <li>- Special Severance payments</li> <li>- Related Party Transactions</li> </ul>		C	R		
Approving Treasury Management Policy and ensuring Trust cash position management		R	A		
Annual approval of the School Condition Allocation Programme		R	A		
Approving an ICT Strategy	R	C	A		
<b>EDUCATIONAL EXCELLENCE</b>					
<b>School Improvement</b>					
To attend a school's Ofsted inspection as the governance representative			R	R	

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Monitoring Ofsted reports and ensuring implementation			R	O	
Approving the MAT Strategic Improvement Plan	R		A		
Implementing the MAT Operational Plan	O		R		
Preparing the School Self Evaluation Form and Improvement Plan			O		R
Quality assurance of School Self Evaluation Form and Improvement Plan			R		
Monitoring and evaluating progress of the School Improvement Plan			O	R	C
Undertaking quality assurance of teaching and learning			O	O	R
Commissioning External Quality Assurance			R		R
Implementing Recommendations from the Quality Assurance Programme			O	O	R
<b>Curriculum</b>					
Developing and implementing the curriculum policy and plan ensuring they meet statutory requirements			A	O	R
Ensuring the delivery of high standards of teaching and learning			O	O	R
Responsibility for a pupil's education			O	O	R
Providing relationships and sex education in line with approved policy			O	O	R
Monitoring, reviewing and evaluating spiritual, moral, social, cultural (SMSC), community cohesion and anti-extremism programmes			O	O	R
Approving a SEND Policy and discharging duties in line with statutory requirements including the SEND Code of Practice			O	R	
Implementing policy for discharging duties for pupils with SEND			O	O	R

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Providing religious education and collective worship in line with policy			O	O	R
Providing personal, social, health and economic education (PSHE) in line with policy			O	O	R
Approving Careers guidance policy and ensuring delivery within statutory requirements			R	O	
Ensuring pupil premium funding is spent on improving the outcomes of eligible pupils			A	O	R
<b>Data and Performance</b>					
Establishing targets for pupil achievement			O	O	R
Monitoring progress against the achievement of these targets			O	O	R
Monitoring, by exception, failure to meet key targets, ensuring management actions are in place to address			O	O	R
<b>Safeguarding, including Prevent Duty and pupil welfare</b>					
Approving Safeguarding Policy and ensuring effective procedures in line with statutory guidance	R		C		
Monitoring Safeguarding issues within a school	O		O	R	R
Holding senior leaders to account for how the school manages its statutory obligations			O	R	
Undertaking Annual Safeguarding audit of schools	O		R		
Appointing a Safeguarding Lead Director	R				
Ensuring that Disclosure and Barring Service (DBS) and Section 128 checks are undertaken in line with Trust policy			R		R
Appoint a designated member of staff to promote the educational achievement of looked-after and previously looked-after children				O	R
Ensuring admission and attendance registers are kept in accordance with regulations				O	R
<b>Discipline/Exclusions</b>					





Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Approving a Behaviour Policy in line with statutory requirements			R		
Implementing the Behaviour Policy, including ensuring correct responsibilities for determining exclusions in line with a standard operating procedure			O	O	R
<b>School Organisation</b>					
Setting the framework for the times of school sessions and school term dates			O		R
Setting the times of school sessions and school term dates in line with policy			O		R
Ensuring that school lunch nutritional standards are met			O		R
<b>OPERATIONAL EXCELLENCE</b>					
<b>Human Resources (HR)</b>					
Approving the Trust HR Plan			R		
Implementing the Trust HR Plan	O		R		
Approving the Trust Central Team Structure	O		R		
Recruiting to the Trust Central Team Structure			R		
Approving a school's Staff Structure			A	C	R
Recruiting to a school's Staff Structure			A	O	R
Appointing the Chief Executive	R				
Appointing the Executive Team	A		R		
Approving Executive Pay and benefits based on robust evidence-based procedures within a transparent, proportionate and justifiable approach	R		A		
Appointing/dismissing/suspending/reinstating and agreeing pay of Headteacher	C		R	A	



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Appointing/dismissing/suspending/reinstating and agreeing pay of school's Senior Leadership Team			C	A	R
Appointing/dismissing/suspending/reinstating other staff			C	A	R
Approving pay outside of national terms and conditions	C		R		
Approving the Pay Policy	R		C		
Implementing the Pay Policy				O	R
Exercising pay discretions within policy			R		C
Agreeing redundancies	C		R	C	C
Ensuring the well-being of staff			O	O	R
Ensuring the well-being of the Headteacher			R	A	
Agreeing Headteacher termination payments			R		
Agreeing termination payments for other staff within Trust			R		C
<b>Performance Management</b>					
Approving a performance management policy	R		C		
Implementing the performance management policy			R	O	R
Performance management of the Chief Executive	R		A		
Performance management of the Executive Team			R		
Performance management of the Headteacher			R	A	
Performance management of the school Senior Leadership Team				C	R
Performance management of other staff				C	R
<b>Estates</b>					

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Procuring buildings	R	C	A		A
Approving the Capital Buildings Strategy/Asset Management Plan		R	A		A
Delivering an approved Capital Buildings Strategy/Asset Management Plan		O	R		R
Delivering a routine maintenance and FFE refresh plan in line with Trust guidelines			R		R
Ensuring the provision of insurance cover to meet the Trust's needs			R		R
<b>Health and Safety</b>					
Approving Health and Safety Policy in line with statutory requirements	R		A		
Implementing the Health and Safety Policy ensuring compliance			R		R
Ensuring Health and Safety regulations are followed			A	O	R
Undertaking Annual Health and Safety audit of schools	O		R		
<b>Central Support Services</b>					
Ensuring the Central Team delivers a regulatory compliant and quality core support service for Trust schools			R		
Overseeing services provided by the Central Team	R		A	A	A
<b>Communication</b>					
Monitoring and updating the Trust website			R		
Monitoring and updating the school website (including Social Media)			O	O	R
Developing partnerships with stakeholders for the benefit of the Trust	A		R		
Developing partnerships with stakeholders for the benefit of the school			O	R	R
Developing communications and brand guidelines for the Trust and schools	A		R		



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Implementing communication activities for the Trust in line with communications and brand guidelines, including the Trust website and social media	O		R		
Implementing communication activities for schools in line with communications and brand guidelines, including the school website and social media			O	O	R