

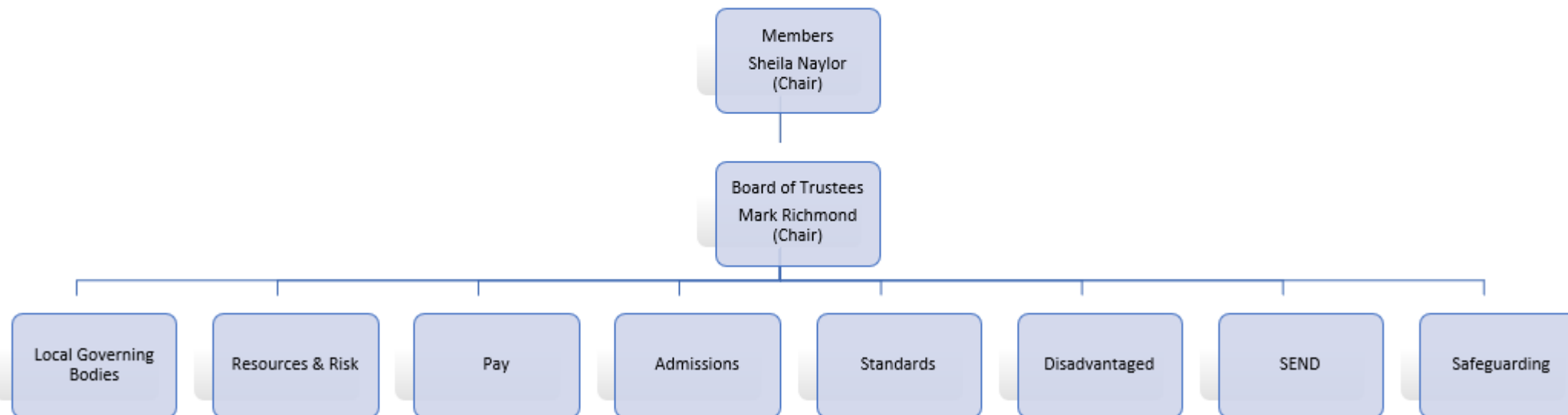
## Scheme of Delegation (September 2022)

### Valuing the individuality and ethos of each school

The Castle Partnership Trust exists both to promote the sharing of excellence and capacity and to support each school in maintaining its own identity and ethos. Every Local Governing Body may issue its own ethos statement and the Board of Trustees, Chief Executive Officer (CEO) and other bodies within the Trust will be mindful of the importance of each school retaining its own identity.

This Scheme of Delegation is granted to schools by the Board of Trustees. The Trustees will withdraw this delegation or part of it if there is significant concern supported by robust data around the actual or predicted outcome for students, the safety and welfare of students or the financial stability of the school.

### GOVERNANCE STRUCTURE – THE CASTLE PARTNERSHIP TRUST 2022/23



### Members

The Members of the Trust are guardians of the governance of the Trust and must ensure it carries out its charitable objective. There must be at least three Members, although the DfE prefers at least five; Members are not permitted to be employees of the Trust. The Members agree the Trust's articles of association, appoint Trustees and appoint the Trust's external auditors. The members receive information about the Trust's business and receive the annual report and accounts. If they have concerns that the Trust is not carrying out its charitable objective, Members will remove Trustees that are failing to fulfil this responsibility.

### Board of Trustees

The Trust is a charitable company, and so Trustees are both charity trustees and company directors. The Board of Trustees is the statutory Governing Body for all schools within the Trust but will delegate according to the provisions set out in the Trust Articles and this Scheme of Delegation. Only the Board of Trustees can take decisions on the delegation of powers, including the establishment of Local Governing Bodies (LGBs) or committees and

the approval of Terms of Reference. The appointment of governors (with the exception of elected parent or staff governors and Diocesan/Foundation representatives on Church School Local Governing Bodies) will be made by the Board of Trustees on the recommendation of the Local Governing Body. The Board of Trustees will also review the constitution and membership of any Local Governing Body, committee or sub-committee annually.

#### **Chair's Action**

The Chair of the Trust is delegated authority to make urgent decisions on behalf of the Board of Trustees when it is not possible for the Board to meet (either virtually or in person). The definition of 'urgent' is when a delay would be seriously detrimental to the Trust, a member of staff, any student or their parent. Chair's Action cannot be carried out to discontinue a school, approve the budget, suspend a governor, make a decision on admissions, or agree a policy regarding the management of staff.

#### **Standards Committee**

The Board of Trustees will establish and appoint a Standards Committee.

#### **Resources and Risk Committee**

The Board of Trustees will establish and appoint a Resources and Risk Committee.

#### **Academy Committees (Local Governing Bodies)**

The Board of Trustees will establish an academy committee, called a Local Governing Body, in each school. The Local Governing Body (LGB) is empowered, as a Committee of the Board of Trustees, to act and exercise the powers and responsibilities set out in this scheme of Delegation and in its Terms of Reference. Each LGB will have a Chair appointed by the Board of Trustees.

#### **CEO (Chief Executive Officer)**

The Trustees delegate the day to day management of the Trust to the CEO. The CEO is also the Accounting Officer and so is not only responsible for the performance of the Trust as a whole, but has personal responsibility to parliament for the regularity, propriety and value for money, and for assuring the Board of Trustees about compliance with the funding agreement and Academy Trust Handbook. The CEO is responsible for the leadership and management of the executive team and the school's headteachers.

#### **Headteachers**

The CEO delegates the day to day management of the Trust's schools to the headteachers, line managing them in accordance with the Trust's appraisal and performance management Policies. Headteachers share information about how the Trust is managing the school with the LGB so that the members of the LGB build an understanding of how the school operates and are enabled to monitor and scrutinise how key policies and improvement plans are working in progress.

#### **Matters which cannot be completely delegated**

There are some roles, decisions and powers on which the Board of Trustees must retain the final say:

- The Board of Trustees is the employer of all staff and therefore is the final appeal body in most matters of pay and staff discipline;
- The Board of Trustees is the admissions authority for all schools in the Trust;
- The Board of Trustees will agree the final budget for each school.

The Board of Trustees may delegate such authority as it deems appropriate to a Local Governing Body but the Board of Trustees remains collectively and personally responsible for every decision made by a Local Governing Body.

Consequently, the Trust will not:

- (a) restrict its own ability to withdraw such delegation at any time, with or without notice or
- (b) delegate authority to the Local Governing Body to:
  - set a budget without the approval of the Board of Trustees;
  - appoint or remove a headteacher (though the Local Governing Body will always be consulted);
- (c) act in a way inconsistent with any of the Trust's published policies and procedures.

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<b>Governance framework: people</b>	Appointment/removal of Members	Approve					
	Appointment/removal of Trustees	Approve	Approve				
	Appointment/removal of Governors		Approve			Recommend	Recommend
	Appointment of Chair and VC of the Trust Board		Approve				
	Appointment of Committee Chairs		Approve				
	Appointment/removal of LGB Chairs		Approve			Recommend	
	Appointment/removal of named Safeguarding Trustee		Approve				
	Appointment/removal of Governance Professional		Approve				
<b>Governance framework: systems and structures</b>	Appointment/removal of Clerk to the LGB		Approve			Recommend	
	Changes to the Articles of Association or Funding Agreement	Approve	Recommend				
	Changes to the governance structure, Scheme of Delegation and Terms of Reference		Approve annually				
	Annual self-review of Trust Board and Committees	Approve	Review				
	Annual self-review of LGBs		Approve			Review	
	Chair's performance: carry out 360° review periodically		Review			Contribute	
	Trustee/Governor contribution: review annually		Review			Review	
<b>Governance framework: reporting</b>	Review governance members to ensure a diverse and appropriate skill set		Review periodically			Contribute	
	Ensure governance arrangements are published on Trust and school websites		Monitor				
	Maintain register of interests		Manage (delegated to the Governance Professional)				
	Ensure Members receive the annual report on the performance of the Trust		Responsible				
	Submit self-review/external review of governance to Members		Responsible				
	Annual report and company accounts	Receive	Approve. Ensure submitted to Companies House			Contribute. Submit to Companies House	
	Submit ESFA required reports and returns		Approve			Recommend	
Submit annual report of LGBs to the Trust		Approve				Submit	

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<b>Being strategic</b>	Trust policies		Approve	Recommend	Recommend		
	School policies					Approve	Recommend
	Risk register		Review and approve	Contribute	Contribute		
	Approve, develop and determine Trust vision, strategy		Approve	Contribute	Contribute	Contribute	Contribute
	Monitor progress and impact of strategy		Approve	Responsible		Contribute	Contribute
	KPI planning, setting and evaluation		Approve	Responsible	Contribute	Contribute	
	Admission of new schools to the Trust		Approve	Contribute	Contribute		
	Determine and monitor marketing and communications strategy		Approve	Responsible		Contribute	
<b>Holding to account</b>	Compliance auditing and reporting arrangements (safeguarding, H&S, employment, risk)		Monitor	Responsible	Contribute		
	Ensure suitable safeguarding policies and procedures are in place		Approve (Trust)	Responsible		Approve (School)	Recommend
	Monitor effectiveness of safeguarding policies		Scrutinise	Responsible		Scrutinise	Responsible
	Ensure a Designated Safeguarding Lead (DSL) is in post in all schools			Scrutinise		Scrutinise	Approve
	Ensure annual safeguarding audits take place and are appropriately reported		Scrutinise	Scrutinise		Scrutinise	Approve
	Ensure staff/Trustees/ Governors/Volunteers receive safeguarding training appropriate to their role		Scrutinise	Contribute			Contribute
	Performance management of CEO		Approve				
	Performance management of HTs		Contribute	Approve		Contribute	
<b>HR/Finance</b>	Appoint/dismiss CEO	Contribute	Approve				
	Appoint/dismiss Accounting Officer		Approve	Responsible			
	Appoint/dismiss Headteachers		Approve	Responsible		Consult	
	Appoint/remove external auditors	Approve	Recommend				
	Appoint Chief Financial Officer (CFS)		Approve	Consult			
	Review external auditors' report		Approve		Contribute		
	CEO pay award		Approve				
	HTs' pay award		Approve	Recommend		Contribute	
	Staff appraisal and pay awards		Approve	Recommend			Recommend
	Trust staffing structure		Approve	Recommend	Contribute		
	Ensure Safer Recruitment and Prevent procedures are implemented and adhered to		Monitor	Approve (Trust staff)	Approve (Trust staff)	Monitor	Approve (School staff)
Appoint Trust staff		Consult	Approve	Consult			

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	School staffing structure			Consult	Approve	Contribute	Contribute
	Appoint school staff			Consult	Consult	Contribute	Approve
	Benchmarking and Trust wide value for money			Monitor	Responsible		
	Approve Trust budget		Approve	Responsible	Contribute	Contribute	
	Monitor Trust budget		Approve	Responsible	Contribute		Contribute
	Budget monitoring		Approve		Recommend	Contribute	Contribute
	Approve novel and potentially contentious commercial activities and future plans		Approve	Responsible	Contribute		
	Orders for good and services/entering into contracts		Approve (over £10,000)				Approve (over £5,000)
	Open bank account and approve signatories		Approve				
	Write-off bad debts		Approve				
	Appoint/remove internal auditors		Approve	Responsible	Contribute		
	Review business continuity plans		Approve	Responsible	Contribute		
<b>Premises</b>	Oversee health and safety of staff and students		Approve	Responsible	Contribute	Contribute	
	Scrutinise and approve the premises development strategy and priorities		Approve	Contribute	Contribute	Contribute	
	Review, approve and monitor annual capital projects		Approve		Contribute	Contribute	
	Review asset management plan and maintenance plans		Approve		Scrutinise	Contribute	
<b>Education</b>	Develop and approve strategic curricular direction		Approve	Responsible		Scrutinise	Contribute
	Curriculum and assessment: planning, implementation and review		Approve	Recommend		Scrutinise	
	Approval and monitoring of Trust improvement activities		Approve	Responsible		Scrutinise	Contribute
	Monitor Pupil Premium and Year 7 Catch-up funding, expenditure and impact		Approve		Contribute	Scrutinise	Responsible
	Monitor achievement and outcomes		Approve	Responsible		Scrutinise	Contribute
	Monitor and review student attendance		Approve	Contribute		Scrutinise	Responsible
	Receive SEND Information Report		Approve (Trust report)	Responsible		Approve (School report)	Responsible
	Receive reports on statutory education compliance and safeguarding		Approve	Responsible			
	Review and approve admission arrangements		Approve	Responsible			Contribute

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	Manage admission appeals		Manage (delegated to Governance Professional)				Contribute
	Issue suspensions					Scrutinise	Approve
	Issue permanent exclusions			Consult		Scrutinise	Approve
	Hold suspension/permanent exclusion review meetings					Approve	Contribute
	Set term dates		Approve	Responsible			Consult
	Set length/organisation of school day			Responsible		Approve	Recommend