

Blue Coat School Scheme of Delegation (Last Updated: February 2022)



Reading the grid
✓ - governance function and decision-making are at this level
C - to be consulted prior to decision being made
Note:

Governance Function		Members	Trust Board	Chair or Individual Trustee	Trust Board Committee	Headteacher
Governance framework: people	Members: appoint/remove	✓				
	Trustees: appoint/remove	✓	✓			
	Parent trustees: appoint when elected		✓			
	Trust Board committee members: appoint and remove		✓			C
	Named safeguarding & SEND trustees: appoint and remove		✓			C
	Trust Board committee chairs: appoint and remove				✓	
	Governance Professional to the board: appoint and remove		✓			C
Governance framework:	Articles of association: review and agree	✓	C			C
	Governance structure for the trust: establish and review annually		✓			C
	Committee terms of reference and scheme of delegation: agree annually		✓		C	C
	Annual schedule of governance business: agree		✓		✓	C

Governance Function		Members	Trust Board	Chair or Individual Trustee	Trust Board Committee	Headteacher
systems and structures	Self-review of trust board: complete annually	C	✓			C
	Self-review of trust board committees: complete annually				✓	C
	Chair's performance: carry out 360° review periodically		✓	✓ Chair		
	Trustee contribution: review annually			✓ Chair		
Governance framework: reporting	Publish governance arrangements on schools' websites: ensure		C	✓ Chair		✓
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House	C	✓		✓	✓
	ESFA required reports and returns submit				✓ (FRC)	
	Report of the work of academy committee: submit to trust board and publish		C		✓ (FRC)	C
Being strategic	Determine school level policies which reflect school values and ethos: review and approve		As per framework	As per framework	As per framework	As per framework
	Management of risk: establish register, review and monitor		✓		✓ (A & R)	C
	Engagement with stakeholders: ensure		✓		✓	✓

Governance Function		Members	Trust Board	Chair or Individual Trustee	Trust Board Committee	Headteacher
	Determine school's vision and key priorities: approve		✓		C	C
	Determine school's strategy: approve		✓			✓
	Accounting officer: appoint and dismiss		✓			
	HT: appoint and dismiss		✓			
	Budget plan to support delivery of schools' key priorities: agree		✓		✓ (FRC)	C
	Schools' staffing related matters: agree <i>(See Note 1)</i>		✓		✓ (FRC)	✓
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓		✓	✓
	Monitoring progress on key priorities: agree reporting arrangements		✓		✓ (FRC)	C
	Performance management of HT: undertake			✓ (Chair)		C
Financial oversight	External auditors: appoint	✓	C		C	C
	Chief financial officer: appoint		✓		C	C
	School's scheme of financial delegation: establish, monitor and review <i>(See Note 2)</i>		✓		✓ (FRC)	C
	External auditors' report: receive and respond	✓	✓		✓	C

Governance Function		Members	Trust Board	Chair or Individual Trustee	Trust Board Committee	Headteacher
					(FRC)	
	Headteachers' pay award: agree			✓ Chair	✓ (HT Performance and remuneration)	C
	Staff appraisal procedure and pay progression: review and agree		As per framework	As per framework	As per framework	As per framework
	Benchmarking and trust wide value for money: ensure robustness		C		✓ (FRC)	C
	Monitoring budget: agree reporting		✓		✓ (FRC)	C

Note 1	For staffing structural issues relating to the Senior Leadership group, decision making is at Trust Board Level. All other staffing structural issues decision making is either at FRC or HT level (to be determined by HT). The exception is that if 'other' staffing structural matters concern significant financial implications, possible redundancy situations or matters that may impact on the school's strategic objectives, then decision making reverts to Trust Board level.
Note 2	The scheme of delegation relating to financial matters is contained with an appendix to the FRC's Terms of Reference.

