

Flying High Partnership: Scheme of Delegation – overview of responsibilities

- Responsible** The individual/group that has responsibility for undertaking or completing the task delegated to them and reporting on its delivery at suitable intervals. **(R)**
- Accountable** The individual/group that has the ultimate or final responsibility for ensuring completion of the task. This will include determining how the Trust and/or academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against. **(A)**
- Supports** The individual/group who should provide support during the implementation of the task. **(S)**
- Consulted** The individual/group that should be consulted as part of the process of completing the task because they can provide valuable advice/input. **(C)**
- Informed** The individual/group that should be kept up-to-date about the progress of the task and/or the decisions in the task. **(I)**

Area	Task	Trustees & CEO	Central Team	Hub	LGB	HT
Strategy	Set strategic objectives and determine the growth of the Trust	A/R	S	C/S	S	C/S
	Set strategic objectives of the school	I	S		A	R
	Develop the character, mission & ethos of the Trust	A/R	S	C/S	S	C/S
	Develop the character, mission & ethos of the school	I	S		A	R
Scrutiny	Performance - review and challenge progress of the Trust against its strategic objectives and KPIs	A	R	C	I	C/S
	Ethos – operation of the Trust & schools against the agreed character, mission & ethos	A	R	C	I	C/S
Compliance	Funding agreement – Trust complies with all obligations including the Academies Financial Handbook	A	R	S	S	S
	Regulatory – with all regulations affecting the Trust (including all charity law, company law, GDPR, employment law and health & safety)	A	R	S	S	S
	Financial oversight in schools – ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	I	S	I/S	A*	R
	Completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions in the schools	I	S	I/S	A	R

Area	Task	Trustees & CEO	Central Team	Hub	LGB	HT
Register	Register of interest - Trust	A	R	I	I	I
	Register of interest - Schools	I	I		A	R
	Risk register - Trust	A	R	I	I	I
	Risk register - Schools	I	I		A	R
Appointments relating to governance	Appointment and removal of Trustees – ensuring Trustees have the skills to run the trust	A/R (Members)	S	I	I	I
	Appointment of governors – ensuring that LGBs have the skills to run the schools	I	S	S	A/R	C/S
	Appointment of clerk – Board of Trustees	A/R	S			
	Appointment of clerk - LGB	I	S	I	A/R	C/S
	Management and effectiveness of local governing bodies	C/S	C/S	C/S	A/R*	C/S
Policies	Review and approval of trust-wide policies	A	R	C/S	C/S	C/S
	Review and approval of school-level policies; implementation of policies		S	S	A	R
Committee delegations	Preparation of terms of reference for LGBs and committees	A	R	C/S	C/S	C/S
Training	Training for Trustees	A/R	S			
	Training for governors	I	C/S	C/S	A/R	C/S
School performance	School improvement plan – for each school in line with the strategic priorities of the Trust and the improvement priorities for each school	A	C/S		C/S	R
	Setting targets and reviewing the performance of the Trust	A	R	C/S	C/S	C/S
	Setting targets and reviewing the performance of each school	A	R	C/S	C/S	R
	Quality of teaching – ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	A	C/S	S	C/S	R
	Attainment and progress of pupils inc. SEND, pupil premium, G&T, etc	A	C/S	S	C/S	R
	Develop a high quality, broad and balanced curriculum	A	C/S	C/S	C/S	R
	Ensure the curriculum delivers a range of appropriate experiences, responsive to the context and needs of children.				A	R
Pupil issues	Attendance, behaviour and exclusions	I	C/S	C/S	A	R
	Admissions	C	C/S	C/S	A	R
	Safeguarding	C	C/S	S	A*	R
	Relationships with parents and the community	I	C/S	C/S	A	R

Area	Task	Trustees & CEO	Central Team	Hub	LGB	HT
Staffing issues	Recruitment of Trust central team	A	R			
	Determining the leadership structure for each school	A	R		C/S	C/S
	Determining the wider staffing structure for each school	I	C/S		A	R
	Appointment of headteacher	A	R		C	
	Appointment of teaching staff	I	C		A	R
	Recruitment and appointment of non-teaching staff	I	C/S		A	R
	Performance management of headteacher	A	R		C/S	
	Performance management of school staff		S		A	R
	Performance management of Trust staff	A	R			
	Headteacher pay	A	R		C/S	
	Teaching and non-teaching staff pay		C		A	R
	Safeguarding of school staff	I	C/S		A	R
	Safeguarding of central team staff	A	R			
Buildings and premises	Health and safety in schools	C	C/S	S	A*	R
	Repair and maintenance of schools	C/S	C/S		A	R
	Ensuring that the school environment reflects the vision and values of the school and the Trust		C/S		A	R
Funding	Deployment of school funding within schools	C	C/S	C	A	R
	Deployment of pupil premium	A	C/S		C/S	R
	Deployment of sports funding	A	C/S		C/S	R

* Denotes that while the Trust has delegated powers to the local governing body and will hold the local governing body to account for these areas, the Trust recognises that it is ultimately legally responsible and accountable for these areas.

NB Where there are any inconsistencies between the above overview of responsibilities and the scheme of delegation/terms of reference document, the scheme of delegation/terms of reference document takes precedent.