

GFM EDUCATION

Scheme of Delegation Document 2023-2024

	Finance	Human Resources	Site, Assets and Contracts	Educational Outcomes	Strategic Vision / Governance
Members Process and responsibility	<p>Approve appointment of external auditors and legal teams</p> <p>Receive annual accounts and external audit</p> <p>Audit and Risk committee will review and advise</p> <p>AGM</p>	<p>Appoint / remove Trustees in accordance with the Articles</p> <p>Members responsible for this.</p>	<p>Approve any service contracts for Trustees</p> <p>Finance committee who report and advise and board meetings</p>	<p>Receive and Q/A annual report</p> <p>AGM</p>	<p>Review Articles of Association Receive and Q/A annual report Name the trust</p> <p>Board meetings</p>

<p>Board of Trustees</p>	<p>1.Overseeing the finances, including the internal audit</p> <p>2.Establishing a fair funding model for use across the trust; approve annual budget</p> <p>3.Agreeing and oversight of the Trust budget and the schemes of financial delegation and associated limits</p> <p>4.Compliance with the Academies Financial Handbook, funding agreement and audit targets</p> <p>5.Oversight and scrutiny of management accounts and other financial information across the Trust; sign off and report on annual accounts Appoint accounting officer (CEO)</p> <p>6.Approve anti-fraud and whistle blowing policies</p> <p>7.Seeking value for money and ensuring resources are applied appropriately at all levels across the Trust</p>	<p>1.Overseeing Executive appointments</p> <p>2.Establishing equitable pay and HR related policies that are consistent in all academies in the Trust</p> <p>3.Appoint Company Secretary / Clerk to the Trustees / FD</p> <p>4.Appraisal of CEO</p> <p>5.Hearings and appeals – grievance, disciplinary, absence and capability procedures (including suspension of staff)</p>	<p>1.Establishing a process for local management and maintenance of assets and appropriate registers</p> <p>2.Overseeing significant capital developments, estate expansions and bids</p> <p>3.Adopt and monitor a trust-wide procurement policy, holding Executive leaders to account Set delegated levels of authority for contracts</p> <p>4.Set up and approve Trustee expenses</p> <p>5.Approve insurance arrangements i.e. RPA</p> <p>6.Ensure trust-wide Health and Safety Policy implemented Manage risk and business continuity</p> <p>7.Ensuring compliance with all health and safety and related regulation e.g. fire safety</p>	<p>1.Overseeing standards and outcomes of the trust's academies e.g. KS2 outcomes, GCSE results.</p> <p>2.Holding the academy's senior leadership team to account for academic performance, safeguarding and provision</p> <p>3.Regularly reviewing performance and progress monitoring data</p> <p>4.Oversight of the quality of teaching, learning and assessment; ensure a broad and balanced curriculum in line with the trust's vision</p> <p>5.Appoint designated Trustee for safeguarding; ensure completion of SCR (single central record)</p> <p>6.Oversight of key performance indicators across the Trust Commission intervention, as required, to support any academy requiring improvement</p>	<p>1.Core vision and operating model of the trust, including symbiotic working between trust academies</p> <p>2.Review and amend Constitution, scheme of delegation and TOR of trust committees – to include 'reserved matters'</p> <p>3.Approach to admissions, including PAN/NOR negotiations Overseeing strategic development of the trust; review and planning of potential trust expansion e.g. incorporating additional schools into the trust Review and implement core policies of the trust; agree 'delegated policies' list</p> <p>4.Review Trust risk register</p> <p>5.Appoint (and remove) Chairs and Vice Chairs of Board Sub Committees</p>
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	<p>8. Monitoring and compliance to ensure that the Trust maintains proper accounting records</p> <p>9. Ensure provision of free school meals, as appropriate</p> <p>10. To ensure compliance through maintaining a register of business interests</p> <p>11. Ensure that Pupil Premium, Service Premium and similar focused funding is deployed effectively and in line with grant agreements</p>		<p>8. Review asset management reports and related information pertaining to the Trust Premises</p>	<p>7. Ensure Trust-wide SEND and Child Protection (safeguarding) policies implemented Effectively</p> <p>8. Ensure that Pupil Premium, Service Premium and similar focused funding is deployed effectively and in line with grant agreements</p>	
<p>Trustee assurance: Aware - Issues Alert- Risks Assure- mitigations and continuous development and learning</p>	<p>Finance committee. TOR</p> <p>ARC TOR</p>	<p>Executive team reports to the board at each board meeting on this. Trustee responsible for oversight of H&S TOR FC 6,7</p>	<p>FC- 4,3,5 Developing an oversight group of trustees for major developments. Linked to the Finance committee.</p> <p>1,2 and 8 oversight group reporting to board</p>	<p>Oversight SAAG chaired by Trustee</p> <p>To report on KPI associated with this to each board meeting.</p> <p>To include progress on school improvement plans and specific issues raised by Ofsted.</p>	<p>Board meeting regular agenda items of report from each group to inform the board. Based on Alert, aware, assure.</p> <p>Risk register.</p> <p>Strategic conversation items for at least ½ board meeting.</p>

Policies	Scheme of delegation and procurement Trustees expenses	Pay, recruitment, EDI, grievance, complaints, Joint CC, CPD, statutory and Mandatory training, H&S, Appraisal	Procurement, asset management, capital expenditure	Safeguarding SEND Curriculum	
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The Scheme of Delegation is determined by the Trustees and should be followed in conjunction with the:

- Scheme of Financial Delegation/Limits (and Academies Financial Handbook)
- Agreed terms of reference for the Trust sub-committees (Audit & Risk Committee; Finance & Resources Committee)
- Articles of Association
- Funding Agreements