



***"SMALLEST OF ALL THE SEEDS BECOMES THE GREATEST OF TREES."***

**MATTHEW 13:31-32**

**T.R.E.E.S**  
TOGETHER RESPECT ENCOURAGE ENDEAVOUR SELF-BELIEF



# Canon Pyon Church of England Academy Scheme of Delegation



**Reviewed: Autumn 2022  
Mr A Davies**

# **SCHEME OF DELEGATION**

As a Single Academy Trust (SAT), the Trust Board is accountable, in law, for all major decisions concerning the academies and subsidiary companies.

The Trust Board is not required to carry out all the Trust's governance functions and many can, and should, be delegated to the CEO/Executive Headteacher & Academy Team. The decision to delegate a function is made by the Trust Board. Without such delegation, the individual or Committee has no power to act.

The Scheme of Delegation (SoD) is the key document that defines lines of responsibility and accountability in a SAT to ensure that the Members, Trustees, Trust Board Committees, Executive Leadership and Academy Leadership to understand their role and responsibilities.

This overarching SoD for decision making in the Trust should not be confused with the written Scheme of Delegation of Financial powers referred to in the ESFA Academy Trust Handbook.

## **Governance Structure and Accountability**

- The Trust Board is responsible for the three core governance functions set out in the DfE's Governance Handbook:
- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent
- The Trust Board appoints the Chief Executive (CEO), to whom it delegates responsibility for delivery of the vision and strategy of the Trust. The CEO is held to account for the conduct and performance of the Trust, including the performance of the academies and the subsidiary company within the Trust, and for financial management.
- The CEO manages the Trust Directors for Education, Finance, Estates, and HR carrying out their performance management and setting their targets.
- The Trust Board has established Board Committees with delegated powers for Resource & Finance and Audit & Risk Management. At least three Trustees sit on each Board Committee.

- The Trust Board delegates some academy level monitoring and scrutinising functions to the senior leadership team. These committees also promote stakeholder engagement as a point of consultation and representation.
- The Members of the Trust are the guardians of the governance of the Trust and as such have a different status to Trustees. Their primary role is to hold the Trust Board to account.

## **Roles and Responsibilities**

### **Members**

The Members Board appoints Trustees to ensure that the Trust's charitable object is carried out. They are able to remove Trustees if they fail to fulfil this responsibility. Members are responsible for approving any amendments made to the Trust's Articles of Association.

There are at least three Members, although the DfE prefers at least five. There must be separation of powers between the Members and the Trust Board. Members are not permitted to be employees of the Academy Trust.

The DfE Governance Handbook states that each Trust determines how best to keep Members informed so they can be assured that the Board is exercising effective governance and leadership of their Trust. By appointing the Chair of Trustees as a Member trusts can ensure that Members are kept informed and engaged. This maintains a robust governance structure as the majority of Members are independent of the Board of Trustees.

### **Trustees**

The Single-Academy Trust (SAT) is a charitable company and so Trustees are both charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and Company Directors. Trustees are bound by both charity and company law and at Canon Pyon are sometimes referred to as Directors.

The Trustees are responsible for the general control and management of the administration of the Trust and, in accordance with the provisions set out in the Memorandum and Articles of Association, its Funding Agreement and the Academies Trust Handbook, they are legally responsible and accountable for all statutory functions, for the performance of all schools within the Trust, and for the approval of a written Scheme of Delegation of financial powers that maintains robust internal control arrangements. The Trust Board is legally responsible and accountable to the Department for Education.

As a SAT that is a Church of England school, the Trust has a legal relationship with the Hereford Diocesan Board of Education (DBE). This is governed by the Articles of Association and a Memorandum of Understanding between the Trust and the DBE.

The Board of Trustees has the right to review and adapt its governance structure at any time

which includes removing delegation.

### **Trust Board Committees**

The Trustees establish Committees to carry out some of their governance functions which may include making decisions, although any decisions made will be deemed decisions of the Trust Board. The membership (there must be at least three Trustees) and responsibilities of Board Committees are set out in each Committee's Terms of Reference. It is usual for the Trust Board to appoint Board Committee Chairs and Committee members according to their skills.

The Trust Board Committees are:

#### **Audit & Risk Management Committee**

The Academy Trust Handbook states that academy trusts are required to establish an Audit & Risk committee. Trusts with an annual income over £50 million must have a dedicated Audit & Risk committee. Canon Pylon have chosen to implement this committee, even though it is considerably below the £50 million threshold.

#### **Finance & Resources Committee**

The Finance & Resources Committee is responsible for financial oversight and scrutiny, ensuring that the Trust complies with its policies and procedures with a focus on financial planning, risks, reporting, and monitoring.

#### **CEO/Exec Head Appraisal Committee**

The Trust Board agree the members of the CEO Appraisal Committee. The appraisal process is an annual cycle whereby committee monitor and evaluate the progress of the CEO in achieving strategic priorities. This is run in conjunction of Stretton Sugwas C of E Academy and Burghill Community Academy, where all three chairs of the boards sit on the committee.

#### **The Chief Executive Officer (CEO)/Executive Head**

The CEO has the delegated responsibility for the operation of the Trust including the performance of the trust. The CEO leads the Trust's executive team and is accountable for its performance.

The CEO is the Accounting Officer with overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability.

#### **The Chief Financial Officer (CFO)**

The CFO is the Trust's Finance Director with delegated responsibility for the Trust's detailed financial procedures.

#### **Head of School**

The HoS is responsible for the day to day management of their Academy reporting to the Executive Head.

**KEY**

Responsible for action at this level



Responsible and Accountable for action at this level



Responsible for action at this level



Accountable for action at this level



Support to those accountable and/or responsible for decision-making



Consulted by those accountable and/or responsible for decision making



Informed by those accountable and/or responsible for decision making

<b>APPOINTMENTS</b>	<b>Members</b>		<b>Trustees</b>		<b>CEO</b>	<b>H of School</b>
Members: Appoint/Remove in accordance with the Trust's Articles of Association	A	R				
Trustees: Appoint in accordance with the Trust's Articles of Association	A	R	A	R		
Trustees: Remove in accordance with the Trust's Articles of Association	A	R	A	R		
Chair of Trust Board: appoint annually, remove, suspend			A	R		
Board Committee Chairs: appoint annually, remove, suspend			A	R	C	
Chief Executive Officer: appoint, remove, suspend			A	R		
Chief Financial Officer for delivery of Trust's detailed accounting processes: appoint, remove, suspend			A		R	
External Auditor: appoint at the Annual General Meeting	A	R				
External Auditor: recommend			A	R	C	
Internal Auditor: appoint and receive report			A		R	
Trust Directors: appoint, remove, suspend			A		R	
Head of School: appoint, remove, suspend			A		R	
Academy Advisory Committee Chairs: appoint, remove, suspend			A	R	C	C
Foundation Governors: appoint, remove, suspend			A	R	C	C
Ambers Group Directors: appoint, remove, suspend			A	R	C	
Parent Academy Committee members: elect and appoint in accordance with the Trust's Articles			A		C	C
Parent Academy Committee Members: remove, suspend			A	R	I	I
Academy Committee Members (including Staff): appoint, remove, suspend			A	R	C	C
Designated Trustee for Safeguarding			A	R	I	
Designated Trustee for SEND			A	R	I	
Designated Trustee for Health & Safety			A	R	I	
Designated Academy Committee Member for Safeguarding				I		I

Designated Academy Committee Member for SEND		I		I
Designated Academy Committee Member for Health & Safety		I		I
Governance Lead as Clerk to Trust Board: appoint, remove, suspend		A	R	
Clerk to Academy Committee: appoint, remove, suspend		A	C	C

<b>STRATEGY &amp; LEADERSHIP</b>	Members	Trustees	CEO	H of School
Trust's vision, values and ethos: determine		A	R	C
Trust's strategic plan, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		A	R	
Strategy for academy improvement		A	R	C
Academies strategic plans, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		A	R	C
Effective implementation of strategy: Hold CEO to account		A	R	
Progress against Trust Strategic Plan: review		A	R	I
Estates strategy (including acquiring and disposing of Trust land): determine		A	R	
IT strategy: determine		A	R	
Procurement strategies and efficiency savings programme: develop		A	R	
Trust-wide strategy for insurance arrangements to comply with the Trust's legal obligations and to deliver financial efficiencies: agree		A	R	
Asset Use and Maintenance Strategy: determine		A	R	
Trust Contingency & Business Continuity Plans: agree		A	R	
Trust Expansion Plan / due diligence		A	R	