



SCHEME OF DELEGATION

Approved by: Board of Trustees

Date Approved: 25th April 2023

Next review due: Spring 2024

SCHEME OF DELEGATION

This scheme of delegation ensures accountability for the work of the Epsilon Star Trust from the Executive (Members and Trustees) to the academies within the trust.

1. A multi academy trust's board of trustees is accountable in law for all major decisions about all the schools within the trust
2. It is vital that the decision to delegate a function is made by the full board of trustees and is recorded. Without such delegation, the individual or committee (board or academy) has no power to act.
3. The principle governing document in trusts is the articles of association. The articles set out the charitable purpose of the trust, providing a framework for trusts to act within both company and charity law.
4. The scheme of delegation seeks to demonstrate the principles which determine the lines of accountability so that it is clear where certain functions and key decision-making lines and must be published on the trust's website,
5. The overarching scheme of delegation should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook and the Trust's Financial Regulations.
6. As with all committees, the trust board has the power to change the constitution and powers of its committees at any time, and this includes the membership of those committees too

The delegated powers are broken down into different levels in line with the MAT's principles of governance, leadership and operation. The delegated autonomy for individual schools are aligned with the need for the MAT to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Skills Funding Agency, Charities Commission, HMRC and Companies House.

The Scheme of Delegation should be read in conjunction with [DfE Governance Handbook](#) and [Governance Competency Framework](#) as well as the Terms of Reference for the relevant body.

While the Scheme is designed to be comprehensive it will not cover every task.

THE AIMS AND VALUES OF THE TRUST

MISSION STATEMENT

'Excellence for every child, every day'

VALUES

One Guiding Aim

We work to fulfil the mission of The Epsilon Star Trust with a focus on delivering a world class education for all our pupils.

High aspirations

We aim to ensure every pupil is challenged and inspired by their learning and that any potential barriers to academic success are removed.

Being unique

We aim to identify and nurture the unique attributes of each pupil and promote diversity and equality.

A chance to shine

We celebrate the gifts, talents and achievements of every child through participation in a wide range of high-quality sporting, academic and cultural events.

Navigating Confidently

We ensure that the curriculum builds character, independence, team ethic and leadership of our pupils so that they leave the Trust as confident individuals.

OVER ARCHING AIMS

- Every child is able to learn at their age-related expectation across a broad and rich curriculum
- Pupil with SEND are quickly identified so that all of their needs are addressed in order to allow them to learn and develop.
- Every child is safe and learns in a calm and purposeful learning environment.
- Every child has excellent attendance and none are excluded.
- The very best staff are recruited and retained. Every staff member will have a programme of professional development and support in order to support their ambitions
- Each academy facility is equitable to a new build, is fully resourced with a focus on using the latest technology and innovation to realise the Trust aims.
- The Trust is rated green on all of the key questions contained in the DfE MAT evaluation tool
- The Trust develops in scope and size to maximise collaboration and efficiency

Key roles in applying the aims of the Trust operations

TRUST

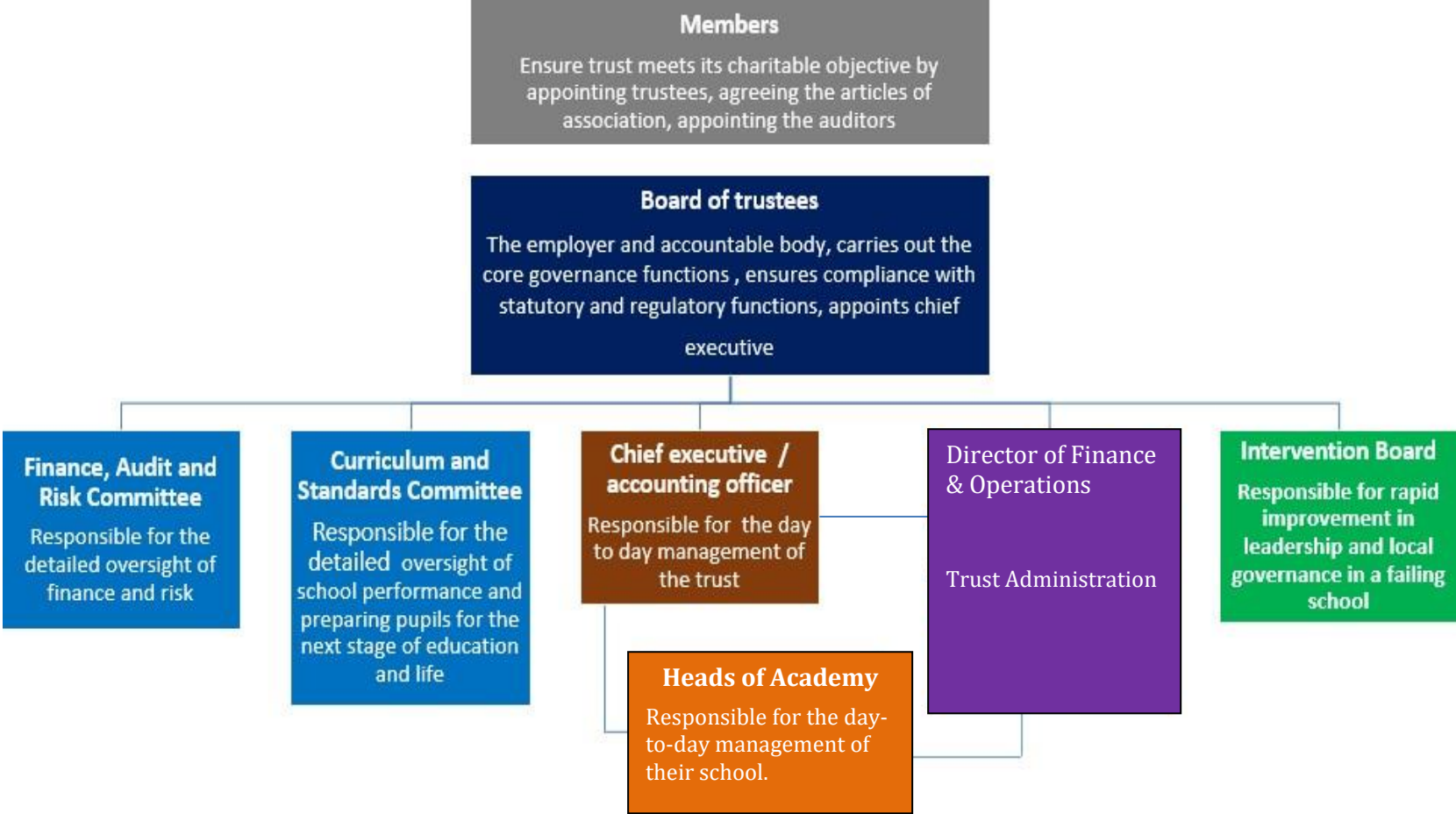
- (i) CEO/ Executive Head Teacher
- (ii) MAT Director of Finance and Operations
- (iii) MAT Finance Manager
- (iv) MAT Finance/HR Assistant
- (v) MAT HR Assistant

ACADEMY

- (i) Head of Academy
- (ii) Site Manager

Responsibilities for all aspects of fulfilling the aims and working within the thresholds outlined in this document are found in the job descriptions for each post and can be delegated within each organisation as appropriate.

STRUCTURE DIAGRAM FOR THE EPSILON STAR TRUST



Note.
The intervention Board will be made up of members of the Trust Board and CEO only.

ROLES AND RESPONSIBILITIES - TRUST GOVERNANCE

The Role of the 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 prefer at least five; members are not permitted to be employees of the academy trust.
- The members agree the trust's articles of association appoint trustees and appoint the trust's external auditors.
- The members should 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 should remove trustees that are failing to fulfil this responsibility.

The Role of the Trustees

- The trust 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 trustees (within the terms of the Companies Act 2006).
- Trustees are bound by both charity and company law so the terms 'trustees' and 'Trustees' are often used interchangeably. NGA uses the term trustee as it avoids the possible confusion caused when executive leaders are called Trustees but are neither company Trustees nor trustees. The use of trustee also serves to highlight the overarching charitable purpose of the organisation, distinguishing it from other Trusteeships that may be held in the private sector.
- Trustees are responsible for the general control and management of the trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement are legally accountable for all statutory functions and for the performance of all the schools within the trust; they do this by carrying out the core governance functions.
- The board of trustees must approve a written scheme of financial delegation and if they choose to delegate to board committees and academy committees (LGBs), must approve a written scheme of delegation and committee terms of reference.
- The trust creates information pathways between the trust board, the academy committees (LGBs) and the chief executive so that academy committees (LGBs) can share with them any concerns (or celebrations) they may have.

The Role of the Trust Board Committees

- Trustees delegate some governance functions to board committees, one of which must include audit and risk, which advises on the adequacy of the trust's controls, and risks.
- Board committees must have at least three trustees in membership, and trustees must be in the majority for voting purposes; it is usual for the trust board to appoint board committee chairs and committee members according to their skills.
- Most trusts will delegate detailed scrutiny of financial management and school performance to board committees.

DELEGATION AND DECISION MAKING - THE EPSILON STAR TRUST

Reading the grid
✓ - governance function and decision making is at this level
C - to be consulted prior to decision being made
Note: Decisions delegated to the trust board may be delegated to a board committee but not the CEO, academy committee or HT

Governance function		Members	Trust board / board committees	CEO / accounting officer	HoA
Governance framework: people	Members: appoint/remove	✓			
	Trustees: appoint/remove	✓	✓		
	Parent trustees/parent academy committee members: appoint when elected		✓		
	Board committee chairs: appoint and remove		✓		
	Named safeguarding trustee: appoint and remove		✓		
	Academy committee members: appoint and remove		✓		
	Clerk to board: appoint and remove		✓		
Governance framework: systems and structures	Articles of association: review and agree	✓			
	Governance structure for the trust: establish and review annually		✓		
	Committee terms of reference and scheme of delegation: agree annually		✓		
	Annual schedule of governance business: agree		✓		
	Self-review of trust board and committees: complete annually		✓		
	Self-review of academy committees: complete annually				
	Chair's performance: carry out 360° review periodically		✓		
Trustee/academy committee member contribution: review annually		✓			
	Publish governance arrangements on trust and schools' websites: ensure			✓	

Governance function		Members	Trust board / board committees	CEO / accounting officer	HoA
Governance framework: reporting	Annual report on the performance of the trust: submit to members and publish		✓		
	Annual self-review/triannual external review of board effectiveness: submit to members		✓		
	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		✓		
	ESFA required reports and returns submit		✓		
	Annual report work of academy committee: submit to trust and publish				
Being strategic	Determine trust wide policies which reflect the trust's ethos and values: approve		✓	C	
	Determine school level policies: approve		✓		C
	Management of risk: establish register, review and monitor		✓	C	
	Engagement with stakeholders: ensure		✓	✓	✓
	Determine trust's vision, strategy and key priorities: approve		✓	C	
	Determine schools' vision, strategy and key priorities: approve			✓	
	Chief executive officer: appoint and dismiss		✓		
	Accounting officer: appoint and dismiss		✓		
	HTs: appoint and dismiss			✓	
	Budget plan to support delivery of trust key priorities: agree		✓	C	
	Budget plan to support delivery of schools' key priorities: agree			✓	C
	Trust's staffing structure: agree		✓	C	
Schools' staffing structure: agree			✓	C	
Holding to account	Ensuring compliance (e.g., safeguarding, H&S, employment): agree auditing and reporting arrangements		✓	C	
	Monitoring progress on key priorities: agree reporting arrangements		✓	C	
	Performance management of the chief executive: undertake		✓		
	Performance management of HTs: undertake			✓	
	External auditors: appoint	✓			

Governance function		Members	Trust board / board committees	CEO / accounting officer	HoA
Financial oversight	Chief financial officer: appoint		✓	C	
	Trust's scheme of financial delegation: establish, monitor and review		✓	C	
	External auditors' report: receive and respond		✓		
	CEO pay award: agree		✓		
	HoA's' pay award: agree			✓	
	Staff appraisal procedure and pay progression: review and agree		✓		
	Benchmarking and trust wide value for money: ensure robustness			✓	
Monitoring budget: agree reporting		✓	C		