



EBN Academy Trust Scheme of Delegation

This scheme of delegation sets out the Trust’s approach to delegations between the different layers of governance within the Trust. It describes who is ultimately **Accountable**, who is **Responsible** for doing, and who should be **Consulted**. As a trustee, local governor or Executive Leader, you'll need to be familiar with the content below. While ultimately the Trust bears responsibility for the standards of educational delivery, compliance and safeguarding the scheme of delegation reflect the individual nature of the Trusts Alternative Provision Academies and delegates some areas of responsibility to the local level.

The scheme of Delegation follows the same left-to-right governance structure approved by the Board in 2025. Head Teachers - through to members on the right.

Key	
A: Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R: Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C: Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
*	Statutory expectation or necessary to comply with articles of association or funding agreement.

Document Management

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		Head Teachers	LGB	CFO	CEO	Trust Board	Members
1: Board Business							
1.1	Appoint/remove members						*A/R
1.2	Appoint/remove trustees					C/R	*A
1.3	Elect Chair of Trustees					*A/R	
1.4	Appoint and remove board committee chairs					*A/R	
1.5	Establish and review trust governance structure				C	*A/R	
1.6	Agree named safeguarding trustee					*A/R	
1.9	Appoint/remove academy committee chairs		C		R	*A	
1.10	Appoint/remove academy committee members		C		R	*A	
1.11	Appoint trust governance professional				R	*A	
1.12	Agree academy committee clerking arrangements		C			*A/R	
1.13	Articles of association: review					*A/R	
1.14	Articles of association: ratify						*A/R
1.15	Agree committee terms of reference	C	C		C	*A/R	
1.16	Complete annual review of scheme of delegation				R	*A	
1.17	Complete annual trust board self-review and identify training requirements					A/R	
1.18	Complete review of local governance and identify training requirements	C	C		R	A	C
1.19	Publish governance arrangements on trust and schools' websites				R	*A	
1.20	Ensure trust website is compliant and effective				R	*A	
1.21	Ensure schools' websites are compliant and effective		C/R			*A	
1.22	Submit annual report on the performance of the trust to members and publish				R	A	
1.23	Commission external review of board effectiveness every three years				C	A/R	C
1.24	Annually report work of academy committee: submit to trust and publish	C	R		C	A	
1.25	Ensure compliance individual Academy compliance with funding agreements	C			R	*A/R	
1.26	Overseeing the effectiveness of the services provided centrally by the Trust			C	R	A	
1.27	Media and PR				R	A	

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2: Vision and Strategy							
2.1	Determine trust's vision/strategy/key priorities	C	C		R	A/R	
2.2	Apply trust vision and strategy to individual Academy's	R	C		R	A	
2.3	Determine trust-wide policies which reflect the trust's ethos and values				R	A*	
2.4	Determine Academy level policies	R	C		R	A*	
2.5	Establish risk register and conduct regular review			R	R/C	A*	
2.6	Ensure engagement with stakeholders	R	R		R	A	
3: Finance and Estates							
3.1	Appoint and remove external auditors					C	*A/R
3.2	Appoint and performance manage chief financial officer				R	*A	
3.3	Produce trust's scheme of financial delegation			R	R	*A	
3.4	Receive external auditors report						*A/R
3.5	Action recommendations made by external auditors	C		R	R	*A	
3.6	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice			R	C	*A	
3.7	Submit ESFA required reports and returns			R	C	*A	
3.8	Agree budget plan to support delivery of trust strategic priorities			R	R/C	A	
3.9	Agree budget plan to support delivery of school strategic priorities	C	C	R	A	*A	
3.10	Monitor trust budget			R	C	*A	
3.11	Carry out benchmarking and trust-wide value for money evaluation			R	C	A/R	
3.12	Agree reporting and monitoring arrangements for trust and school budgets	C	C	R	R/C	*A	
3.13	Approve trust-wide estate vision, strategy and asset management plan			R	R	*A	
3.14	Monitor school estate to ensure it is safe and well maintained	R	R	R	R	*A	

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4: HR							
4.1	Appoint and dismiss CEO					*A/R	
4.2	Appoint and dismiss Accounting Officer					*A/R	
4.3	Appraisal of CEO					*A/R	
4.3	Appraisal of CFO				R	*A	
4.4	Agree CEO pay and reward					*A/R	
4.5	Conduct executive team appraisal				A/R	C	
4.6	Conduct Head Teacher appraisal				R	A	
4.7	Agree Head Teacher pay and reward				R	A	
4.8	Review and agree staff appraisal procedure and pay progression	C		C	R	A	
4.9	Determine executive team staffing structure			C	R	*A	
4.10	Determine school staffing structure	R	C		A		
4.11	Head Teacher appointments and dismissal				R	A	
4.12	Trust wide pay policy, terms and conditions of employment			C	R	*A	
4.13	Determine disciplinary, grievance and capability policies			C	R	*A	
4.14	Implement disciplinary, grievance and capability procedures – CEO					A/R	
4.15	Implement disciplinary and capability – central team.				R	A	
4.16	Implement disciplinary and capability procedures – schools	R		R	C	A	
4.17	Approval of exit payments/early retirement/pension discretion (above a certain threshold)			C	R	*A	

		Head Teachers	LGB	CFO	CEO	Trust Board	Members
5: Education							
5.1	Approve Individual Academy curriculum and curriculum policy	C/R	C		R	A	
5.2	Ensure high standards of teaching and learning	R	C		R	A	
5.3	Delivery of curriculum	R	C		R	A	
5.4	Set targets for trust outcomes				R	A	
5.5	Plan and deliver individual school improvement interventions and strategies	R	C		C/A		
5.6	Agree individual Academy behaviour policy	C/R	C/R		R	*A	
5.7	Implement behaviour policy	R			A		
5.8	Review placement closure and suspensions		R/C			*A/R	
5.9	Agree admissions policy	C	C		R	*A	
5.10	Determine schools complaints policy	C/R	C/R		C/R	*A	
5.11	Implement complaints procedures	R	R		R	*A	
		Principals	LGB	CFO	EP	Trust Board	Members
6: Community							
6.1	Developing stakeholder partnerships across the trust	C	C		R	A	
6.2	Developing stakeholder partnerships at individual school level	R	A		C		