



VENTRUS (the Trust)

SCHEME OF DELEGATION

The Board of Directors has overall legal responsibility for the operation of the Trust and the Schools within it. It is legally responsible and accountable to the DfE and has to operate and comply with the provisions set out in its constitutional documents and all relevant legislation including the Articles of Association of the Trust, the Master Funding Agreement and the Academies Financial Handbook.

In accordance with the terms of its Articles of Association, the Trust's powers are exercisable by its Directors with the CEO having executive authority in respect of the day-to-day operations. Directors are required under the terms of the Trust's Articles to appoint a Local Governing Body for each School within the Trust and can appoint any other committee provided that at least one member of any such committee is a Director. In accordance with the terms of its constitutional documents and, where applicable, determinations made by the Directors, this Scheme of Delegation sets out in detail those powers which are reserved to the Directors (the Board), the members and the roles undertaken by the CEO, committees, portfolio holders, other groups and local governing bodies.

Reviewed 20th September 2017
Next review date September 2018

FUNCTION	TASK KEY: Approve (A) Recommend (R) Develop (D) Monitor & Report (M) Consulted (C) Action ✓ PORTFOLIO & GROUPS: 1.SCHOOL IMPROVEMENT 2.HR 3.PREMISES 4.LGB CHAIRS GROUP	MEMBERS	BOARD OF DIRECTORS	FINANCE AND AUDIT COMMITTEE	PAY COMMITTEE	DIRECTORS ADMISSIONS COMMITTEE	LGB COMMITTEES	LGB	CEO	CFO	EXECUTIVE TEAM	HEADTEACHERS	PORTFOLIO & GROUPS
STRATEGY													
	Overall strategy		A						R		C		4 C
	Admission of new Schools to Trust		A						R		C		
GOVERNANCE													
	Approval of changes to Articles ⁱ	A	R										
	Appointment of Chair and Vice Chair to Board		A										
	Establishment of committees/portfolios and Chairs		A										
	Changes to Scheme of Delegation		A										
	Terms of reference for committees		A										
	Approval of terms of reference for LGBs		A										
	Appoint Chairs of LGBs		A				R						
	Organise calendar of Board and LGB meetings		A				C	R		C			
	Appoint and remove Directors	✓											
	Appoint and remove Company Secretary		A					C					
	Appoint and remove Clerks to LGBs							A					

FUNCTION	TASK KEY: Approve (A) Recommend (R) Develop (D) Monitor & Report (M) Consulted (C) Action ✓ PORTFOLIO & GROUPS: 1.SCHOOL IMPROVEMENT 2.HR 3.PREMISES 4.LGB CHAIRS GROUP	MEMBERS	BOARD OF DIRECTORS	FINANCE AND AUDIT COMMITTEE	PAY COMMITTEE	DIRECTORS ADMISSIONS COMMITTEE	LGB COMMITTEES	LGB	CEO	CFO	EXECUTIVE TEAM	HEADTEACHERS	PORTFOLIO & GROUPS
	Appoint Board Advisors		A										
	Appoint Responsible Officer		A	R									
	Maintenance of Register of Interests		A					✓	M				
	Approval of Trust policies not referenced under other sections		A										
STATUTORY REPORTING													
	Trust Annual Accounts	A	A	R						D			
	Response to Auditors' Management Letter			A					D	D			
	Appointment/Removal of auditors	A	R	D									
	Budget Forecast Return		A	R						D			
	Other Accounting Returns									A			
SYSTEMS OF INTERNAL FINANCIAL CONTROL													
	Internal financial control procedures			A					R	D			
	Financial regulations and associated policies		A	R						D			
	Appointment of Internal Auditors			A						D			
BUDGET AND MANANGEMENT REPORTING													

FUNCTION	TASK KEY: Approve (A) Recommend (R) Develop (D) Monitor & Report (M) Consulted (C) Action ✓ PORTFOLIO & GROUPS: 1.SCHOOL IMPROVEMENT 2.HR 3.PREMISES 4.LGB CHAIRS GROUP	MEMBERS	BOARD OF DIRECTORS	FINANCE AND AUDIT COMMITTEE	PAY COMMITTEE	DIRECTORS ADMISSIONS COMMITTEE	LGB COMMITTEES	LGB	CEO	CFO	EXECUTIVE TEAM	HEADTEACHERS	PORTFOLIO & GROUPS
	Trust Budget – Current Year			M						M			
	Trust Budget – 1 Year Plan		A	R					R	D			
	Trust Budget – 3 Year Plan		A	R					R	D			
	Budget Virements – Current Year			A						R			
	School Budget – Current Year							M					
	Trust Monthly Management Accounts			A						D			
PURCHASING AND PROCUREMENTⁱⁱ													
	Enter into contracts above £100,000			A						R			
	Enter into contracts between £60,000 and £100,000								A	R			
	Enter into contracts below £60,000									A			
BANKING AUTHORITY AND CASH MANAGEMENT													
	Borrowing ⁱⁱⁱ		A	R						D			
	Investment ^{iv}		A	R						D			
	Open new bank accounts								A	R			
TRANSACTION PROCESSING													

FUNCTION	TASK												
	KEY: Approve (A) Recommend (R) Develop (D) Monitor & Report (M) Consulted (C) Action ✓ PORTFOLIO & GROUPS: 1.SCHOOL IMPROVEMENT 2.HR 3.PREMISES 4.LGB CHAIRS GROUP	MEMBERS	BOARD OF DIRECTORS	FINANCE AND AUDIT COMMITTEE	PAY COMMITTEE	DIRECTORS ADMISSIONS COMMITTEE	LGB COMMITTEES	LGB	CEO	CFO	EXECUTIVE TEAM	HEADTEACHERS	PORTFOLIO & GROUPS
	Purchasing								A				
	Income								A				
	Control Account Reconciliation								A				
	Write-off bad debts under £10,000								A				
	Write-off bad debts over £10,000 ^v			A					R				
FIXED ASSETS													
	Asset Register								A				
	Addition and disposal of assets ^{vi}								A				
STAFF & PAY													
	Appoint/performance review/dismiss CEO		✓										
	Appoint/performance review Heads of School						C			✓			
	Appoint/performance review Executive Team							✓					
	Approve staff HR and disciplinary policies		A							R			
	Approve appraisal policies		A		D					C		R 2	
	Monitor appraisal process				✓								

FUNCTION	TASK KEY: Approve (A) Recommend (R) Develop (D) Monitor & Report (M) Consulted (C) Action ✓ PORTFOLIO & GROUPS: 1.SCHOOL IMPROVEMENT 2.HR 3.PREMISES 4.LGB CHAIRS GROUP	MEMBERS	BOARD OF DIRECTORS	FINANCE AND AUDIT COMMITTEE	PAY COMMITTEE	DIRECTORS ADMISSIONS COMMITTEE	LGB COMMITTEES	LGB	CEO	CFO	EXECUTIVE TEAM	HEADTEACHERS	PORTFOLIO & GROUPS
	Approve Pay Policy				RD								
	Teaching and support staff appointments							C			C	✓	
	Suspension/Return of CEO		✓										
	Suspension/Return of Executive member of Executive Team								✓				
	Suspension/Return of Heads of School										✓		
	Approve Trust Executive Staffing structure		✓						R				
	Approve change to Trust Executive Staffing structure										✓		
	School Staffing structure changes outside budget										✓		
	School Staffing structure changes within budget											✓	
PERFORMANCE & CURRICULUM													
	School Improvement Plan							A			M	✓	
	Review progress against School Improvement Plan							A			M	✓	
	School SEF Evaluation		M					A			M	✓	M 1
	Curriculum Statement							M			A	D	
	Sex Education and Relationships Policy							A			M	D	

FUNCTION	TASK												
	KEY: Approve (A) Recommend (R) Develop (D) Monitor & Report (M) Consulted (C) Action ✓ PORTFOLIO & GROUPS: 1.SCHOOL IMPROVEMENT 2.HR 3.PREMISES 4.LGB CHAIRS GROUP	MEMBERS	BOARD OF DIRECTORS	FINANCE AND AUDIT COMMITTEE	PAY COMMITTEE	DIRECTORS ADMISSIONS COMMITTEE	LGB COMMITTEES	LGB	CEO	CFO	EXECUTIVE TEAM	HEADTEACHERS	PORTFOLIO & GROUPS
	Collective Worship							A			M	D	
	Home School Agreements							A			M	D	
	Teaching and Learning Policy							A			M	D	
	Special Educational Needs and Disability Policy		A					M			R		
	Development and enhancement of Christian distinctiveness		M				D					✓	R 4
	Assisting in SIAMs inspections/reporting to Board												✓4
ADMISSIONS													
	Agree Admissions arrangements (policies) in consultation with LGBs DCC and Diocese where applicable		A					C	R		C	C	
	Determine and publish admissions arrangements/policies		A					C	R		C	C	
	Ranking of places		M				A						
	Allocation of in year places under PAN						✓					R	
	Admittance over PAN/refusal of place					A			R				
	Appeals on Admissions allocations – to Independent Appeals Panel constituted from Board of Directors												
PUPIL DISCIPLINE													

FUNCTION	TASK KEY: Approve (A) Recommend (R) Develop (D) Monitor & Report (M) Consulted (C) Action ✓ PORTFOLIO & GROUPS: 1.SCHOOL IMPROVEMENT 2.HR 3.PREMISES 4.LGB CHAIRS GROUP	MEMBERS	BOARD OF DIRECTORS	FINANCE AND AUDIT COMMITTEE	PAY COMMITTEE	DIRECTORS ADMISSIONS COMMITTEE	LGB COMMITTEES	LGB	CEO	CFO	EXECUTIVE TEAM	HEADTEACHERS	PORTFOLIO & GROUPS
	School Behaviour policies							A			M	✓	
	Exclusions Policy		A					M			M	✓	
	Anti-bullying Policy							A			M	D	
SCHOOL ORGANISATION													
	School times of day and term dates		A					C			R	D	
	Change of School Age Range		A					C	R		D	C	
	Attendance Policy		A					M				✓	
HEALTH & SAFETY													
	Health & Safety Policy		A					M			M	✓	
	Risk Management Plan		A	R					C		D	✓	
	Report on Risks to Board								✓				
	School Critical Incident Plan							A			R	D	
	Trust Critical Incident Plan		A	R					D				
PREMISES & INSURANCE													
	Statutory compliance testing										✓		

FUNCTION	TASK KEY: Approve (A) Recommend (R) Develop (D) Monitor & Report (M) Consulted (C) Action ✓ PORTFOLIO & GROUPS: 1.SCHOOL IMPROVEMENT 2.HR 3.PREMISES 4.LGB CHAIRS GROUP	MEMBERS	BOARD OF DIRECTORS	FINANCE AND AUDIT COMMITTEE	PAY COMMITTEE	DIRECTORS ADMISSIONS COMMITTEE	LGB COMMITTEES	LGB	CEO	CFO	EXECUTIVE TEAM	HEADTEACHERS	PORTFOLIO & GROUPS
	Fire risk assessment and Asbestos risk assessment										✓		
	General monitoring and action plans in relation to safety of sites including buildings conditions							M			D	✓	
	Premises related policies		A								R		
	Trust Premises & Capital Strategies		A					C			R	C	
	Directors' Indemnity Insurance									✓			
SAFEGUARDING													
	Ensure suitable Safeguarding Policy and associated procedures are in place in all Schools		A								M	✓	
	Monitor the effectiveness of the Safeguarding Policy							✓			✓		
	Receive an Annual Report on the Schools' Safeguarding Policy and procedures							✓					
	Ensure annual safeguarding audits take place and are appropriately reported to the Board		A					C			M	✓	
	Report on E-Safety and School website compliance							✓					

ⁱ Written consent of DfE required (clause 16 (a) Funding Agreement. Written consent of Foundation Member, Trustees and Diocesan Board of Education required (Articles – 10)

ⁱⁱ EFA prior approval required for ex-gratia payments and for severance and compensation payments beyond specified limits

ⁱⁱⁱ EFA prior approval required

^{iv} EFA prior approval required in certain circumstances

^v EFA prior approval required in certain circumstances

^{vi} EFA prior written approval required for specified acquisitions and disposals beyond specified limits